



LEAVE FOR RELIGIOUS HOLIDAYS

REQUEST FOR LEAVE

(Requests should be made 20 days prior to leave date.)

Name:		Employee I.D. Number:
Location:		Position:
Holiday	Number of days requested	Date(s) leave requested: May not exceed 3 days per fiscal year

Substitute Required (See Policy GBRIE for positions eligible for substitute.)	Yes	No
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Employee Signature	Date
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MAKE-UP PLAN

Please provide date(s)/time schedule for make-up using the following guidelines:

- 1) Make-up work shall be performed at the school or other work location, not at home.
- 2) Make-up work shall be scheduled in segments of times when the building is normally open, except that the minimum amount of time that can be scheduled shall be one hour.
- 3) The schedule for make-up work shall be completed within thirty work days of the leave.

Describe Plan:				
<u>Date</u>	<u>Start Time</u>	<u>End Time</u>	<u>Hours Worked</u>	<u>Notes</u>

Grand Total:	
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Attach additional form if needed.

APPROVAL

Religious Leave Request (not to exceed three (3) days per fiscal year) Make-up Plan has been approved.

Principal Signature	Date
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COMPLETION OF MAKE-UP PLAN

The above named employee has completed the make-up plan within 30 work days of leave.

Principal Signature	Date
Employee Signature	Date