

**SALINAS UNION HIGH SCHOOL DISTRICT  
HUMAN RESOURCES  
REQUEST FOR LEAVE OF ABSENCE**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Social Security No.: \_\_\_\_\_

Site: \_\_\_\_\_

Job Title: \_\_\_\_\_

Type of Leave Request:

Leave of Absence (This constitutes a break in service and may affect seniority and retirement status).

Military Leave                       State or Federal Emergency                       Jury Duty

(Submit proper documentation for these categories)

Employee and site must notify *Human Resources* upon employee's return. All employees requesting medical or maternity leave must provide doctor's written request including dates of leave beginning and ending. All employees requesting Military or State or Federal Emergency Leave or Jury Duty must provide a copy of their orders indicating the dates for the requested leave.

If Leave of Absence, state reason: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant Signature \_\_\_\_\_

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\_\_\_\_\_ Recommend Approval

\_\_\_\_\_ Recommend Denial

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Site Administrator Signature: \_\_\_\_\_

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\_\_\_\_\_ Recommend Approval

\_\_\_\_\_ Recommend Denial

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Assistant Superintendent of Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date of Board Action

Personnel                      - White  
Site Administrator - Canary  
Employee                      - Pink