

# Manchester City Schools

## Request for Non-Sick Leave Absence

### Professional and Classified Staffs

Print Employee's Name: \_\_\_\_\_

Please check: \*Professional (Job-Related) \_\_\_\_\_ Personal \_\_\_\_\_ Vacation \_\_\_\_\_

*\*If Professional (Job-Related), please attach other documentation as needed.*

**Please File In Central Office Three (3) Days Prior To Absence**

Date to be absent: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ or Dates to be absent: \_\_\_\_\_

Request has been: Granted \_\_\_ Denied \_\_\_ \_\_\_\_\_  
Principal Date

Request has been: Granted \_\_\_ Denied \_\_\_ \_\_\_\_\_  
Director of Schools Date

Reason for denial: \_\_\_\_\_

- | <u>Position:</u>             | <u>Location:</u> |
|------------------------------|------------------|
| ___ Admin. Asst.             | ___ C. O.        |
| ___ Administrator            | ___ CSE          |
| ___ Aide                     | ___ WES          |
| ___ Asst. Principal          | ___ WJH          |
| ___ Behavior Consultant      | ___ SPED/NCLB    |
| ___ Business Manager         |                  |
| ___ Computer Lab Manager     |                  |
| ___ CLP Coordinator          |                  |
| ___ Counselor                |                  |
| ___ Custodian                |                  |
| ___ Director of Schools      |                  |
| ___ EIS Clerk                |                  |
| ___ Food Service             |                  |
| ___ FRC                      |                  |
| ___ Interpreter              |                  |
| ___ Maintenance              |                  |
| ___ Nurse                    |                  |
| ___ Office Assistant         |                  |
| ___ Principal                |                  |
| ___ Psychologist             |                  |
| ___ Purchasing/NCLB Projects |                  |
| ___ Secretary                |                  |
| ___ Teacher                  |                  |
| ___ Technology Tech          |                  |

Employee's Signature: \_\_\_\_\_

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