

# STAFF TIME REQUEST FORM

Teachers Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Date requesting: \_\_\_\_\_ Hours Requesting: \_\_\_\_\_

Hours coverage is needed: *Circle all that apply*

**8/8:30-11:30, 11:30-1:00, 1:00-3:00, 3:00-6:00, None, Other** \_\_\_\_\_  
*(please specify)*

*Check the appropriate box for the type of time you will be taking:*

- Personal**       **Unpaid**       **Sick**  
 **Bereavement**       **Jury Duty**       **Workshop**

*office use only*

**No Deduction**

Approving administrator's signature: \_\_\_\_\_

## PLEASE NOTE:

- *Requests for "personal" days and/or "unpaid" days must be submitted at least 2 weeks prior to date requested.*
- *All "personal" days must be used before "unpaid" days may be taken.*
- *Requested dates or hours are not considered approved until you receive a "Time Request Reply".*