



*Ripley-Union-Lewis-Huntington*  
*School District*  
Absence Request Form

I, \_\_\_\_\_ will be/was absent from my position on \_\_\_\_\_  
[Name] [Date(s) of Absence]  
 due to \_\_\_\_\_.

I hereby request the following leave:

- Sick (#\_\_\_\_ ) Days
- Vacation (#\_\_\_\_ ) Days
- Personal (#\_\_\_\_ ) Days
- Profession \* (#\_\_\_\_ ) Days
- Jury Duty (#\_\_\_\_ ) Days
- Dock (#\_\_\_\_ ) Days

\* If requesting professional, please indicate purpose/activity:

\_\_\_\_\_

\_\_\_\_\_  
[Staff Signature]                      [Date]                      [Principal/Supervisor Signature]                      [Date]

Name of Substitute \_\_\_\_\_

**NOTICE:** All leave, other than sick, must be pre-approved by the Principal and Superintendent. Please complete the above form and submit to your building principal/supervisor for approval. Advance notice of three (3) days is required. Approval is only granted once the Superintendent's signature is obtained.

To Be Completed By Superintendent's Office

- Approved                       - Disapproved                      Comments: \_\_\_\_\_

\_\_\_\_\_  
[Superintendent Signature]                      [Date]