



Temporary Employee Request for Paid Leave

Temporary Employee Name: _____ Employee ID: _____

Job/Title: _____ School/Dept/Location: _____

Instructions:

For Temporary Employee

- Temporary Employee Paid Leave may be used in at least one, or more, hour increments, except for substitutes (see below)
- Substitutes, both teachers and TAs, should take leave in half or whole day increments.
- Sufficient paid leave must be accrued and available. Temporary employees can confirm available paid leave on their biweekly pay statement found on Employee Self Service (ESS).
- If multiple jobs for different supervisors are performed on a day for which pay is being requested, a Request for Paid Leave must be submitted to each supervisor.
- Reasonable advance notice (seven days) is required if the need for the leave is foreseeable.
- Long term subs should submit their request to use paid leave to the Principal at the school where assigned.
- Daily subs should submit their request to use paid leave to the substitute office

For Supervisor

- Verify the request to use paid leave will not cause disruption to your operation and sufficient notice was provided.
- Indicate if leave is approved. If not, inform the temporary employee.
- Forward signed leave request form to timekeeper.

For Timekeeper/Payroll Support Personnel

- Upon receipt of supervisor approval, identify the appropriate leave usage code equating to the type of work performed and record the leave code on this form.
- Refer to Instructions for Timekeepers

Request for Paid Leave:

Date	Regular Work Hours	Leave Request Hours	# Hours Requested	Supervisor Approval	Timekeeper Leave Code
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Employee Signature Printed Name Date

Supervisor Signature Printed Name Date

Timekeeper Signature Printed Name Date Leave entered on Green sheet