

Gilbert Community School District

Leave Request Form

Name _____ Date(s) of Absence _____

Length of Absence (circle) _____ Totals Hour(s) _____

Sick Leave
Additional Information _____

Bereavement Leave (circle appropriate family member)
Up to five (5) days bereavement leave shall be granted paid leave time for family members as follows:
Parent, parent-in-law, spouse, child, child-in-law, sibling or grandchild
(One of the five bereavement leave day of may be used for estate business at a time determined by the employee, but within one calendar year from first day of bereavement taken.)
Up to three (3) days bereavement leave shall be granted paid leave time for family members as follows:
Grandparent or sibling-in-law
One (1) day bereavement leave shall be granted paid leave time for death of person other than those mentioned above.

Military Leave
Additional Information _____

Family Leave
Additional Information _____
Up to seven (7) days paid leave per year for illness of spouse, child, child-in-law, sibling, parent, parent-in-law or grandchild. Leaves for family illness shall be deducted from any accumulated sick leave.

Association Leave
Up to two (2) days leave shall be granted paid leave time for certified delegates to attend ISEA Delegate Assembly.

Jury Duty Leave
An employee who is called to jury duty shall be permitted to be absent from his/her duties. An employee who receives notification to appear for jury duty shall notify the Superintendent within one (1) day of such notice. If an employee reports for jury duty, he/she shall furnish the Superintendent a written statement from an appropriate public official listing the dates served and the amount of payment received for jury duty. The employee will be paid the difference between his/her normal salary and the amount received for jury service, provided he/she makes himself/herself available for work within his/her regular work schedule when not occupied for jury service.

Personal Leave
Up to two (2) days shall be allowed per year for discretionary leave. An employee will notify his/her principal five (5) days in advance, if possible. No more than three (3) members of the staff at each building may use the same day. Personal leave shall not be granted the first or last day of the school year, scheduled professional development time, nor the day immediately preceding a recess period or holiday, except in the event of graduation exercises for the employee, the employee's spouse or child; the wedding ceremony of an employee or child, an honors convocation honoring the employee, the employee's spouse or child, or the military departure of a child, or a state sanctioned extra-curricular event involving the employee's spouse as a coach/sponsor or child as a participant (including the Iowa State Fair).
Employees may carry over two (2) personal leave days, not to exceed four (4) days in any one school year.

Professional Leave
Up to two (2) days shall be granted to employees to visit other schools or for attendance at meetings in the Employee's subject matter areas. Only one (1) of the two (2) days may be used to attend athletic clinics, which must be in a sport the employee is currently coaching in the district. See Master Contract for additional information.
 Teacher Request _____ Anticipated Expenses _____
 Administrative Request _____

Student Activities Leave
Please Identify Activity _____

Unpaid Leave
There will need to be a description of how the leave will be used and will be approved at the discretion of the Superintendent.
Additional Information _____

Vacation Leave
Additional Information _____

Employee Signature Date Signed

Office Use Only	
<input type="checkbox"/> Leave Approved _____	Amount of Leave _____
<input type="checkbox"/> Leave Denied _____	Substitute Assigned _____
_____ Supervisor's Signature	_____ Superintendent's Signature
_____ Date	_____ Date