

ILLNESS AND LEAVE REQUEST FORM GAINESVILLE CITY SCHOOLS

ALL PROFESSIONAL LEAVE REQUESTS OR STAFF DEVELOPMENT REQUESTS SHOULD BE MADE ON PROFESSIONAL LEAVE REQUEST FORM.

Employee Name _____ Date _____

Employee Signature _____

Social Security # (last four digits) _____

ASSIGNMENT LOCATION (Please check appropriate one):

- | | |
|-------------------------------------|----------------------------------|
| _____ Centennial Elementary School | _____ Gainesville High School |
| _____ Enota Elementary School | _____ Central Office |
| _____ Fair Street Elementary School | _____ Wood's Mill Academy |
| _____ Gainesville Elementary School | _____ Maintenance/Transportation |
| _____ New Holland Elementary School | _____ Food Service |
| _____ Gainesville Middle School | |

TYPE OF LEAVE (Please check appropriate one):

- | | Date(s) |
|-------------------|---------|
| _____ Illness | _____ |
| _____ Jury Duty** | _____ |
| _____ Subpoena | _____ |
| _____ Personal ** | _____ |
| _____ Annual ** | _____ |

SIGNATURE(S)

Principal/Supervisor

**Assistant Superintendent for
Operations and Human Resources

(Required only for annual leave, personal leave and jury duty)
Do not send for Sick Leave approval; see Principal or Supervisor.