

WCISEC REQUEST FOR PREARRANGED ABSENCE FORM

NAME: _____

DATE REQUEST SUBMITTED: _____

	OPTION	DATE	AMOUNT OF TIME
Personal Day			
Exchange Day			
Pre-approved Sick Day			
Vacation			
Unpaid			
Bereavement			
Other			

Explanation: (optional as needed) _____

Supervisor's Signature: _____

Date: _____

Pre-approval is needed before a personal day is to be taken. If necessary, phone for follow-up approval status before taking the day. For emergencies, telephone the supervisor for approval. On the next work day complete and process this form.

Days may be requested in minimum 1/4 day increments. Personal days are to be used to conduct business that cannot be conducted on non-school days.

Exchange days are to be used for staff to exchange a district **INSERVICE** day for the WCISEC fall in-service day.

Copies to the following:

- Personnel file
- Receptionist
- Employee
- Supervisor