

**GATEWAY REGIONAL SCHOOL DISTRICT
ADVANCE REQUEST FOR ABSENCE**

CUSTODIAL STAFF

No vacation may be taken two (2) weeks before the first pupil day of the school year. Up to two(2) weeks of vacation time may be taken between August 1 and the two (2) weeks before the first pupil day of the school year. If extraordinary circumstances exist, the custodian may request of the Superintendent of Schools to take additional vacation time during the above time periods. The Superintendent's determination shall be final and not subject to grievance arbitration.

I _____ am requesting:
Name of Employee

- | | |
|---|--|
| <input type="checkbox"/> A personal day on _____ | <input type="checkbox"/> A half personal day on _____ |
| <input type="checkbox"/> A sick day on _____ | <input type="checkbox"/> A half sick day on _____ |
| <input type="checkbox"/> A vacation day on _____ | <input type="checkbox"/> A half vacation day on _____ |
| <input type="checkbox"/> A religious holiday on _____ | <input type="checkbox"/> A half religious holiday on _____ |
| <input type="checkbox"/> A bereavement day on _____ | <input type="checkbox"/> A half bereavement day on _____ |
| <input type="checkbox"/> Jury duty on _____ (attach copy of jury duty notice) | |
| <input type="checkbox"/> A professional day on _____ | <input type="checkbox"/> A half professional day on _____ |

Reason: _____

To be absent without pay on _____

Signature of Staff Member

Date Requested

Signature of Principal

Date Approved

Signature of Facilities Director

Date Approved

Signature of Superintendent (if necessary)

Date Approved

Substitute:

Approved

Not Approved