

Montezuma-Cortez School District RE-1
Cortez, Colorado
Request for Emergency/Personal Leave

Name _____

School _____

Date(s) for which leave is requested _____

I certify that I have read and understand the Emergency/Personal Leave Policy. I request that I be granted such leave for the date(s) indicated.

Leave shall not be taken immediately preceding or following a vacation/holiday period. Requests for personal leave shall be made to the Personnel Department one week in advance. All requests shall be submitted on forms provided by the district. Leave may not be taken the first two weeks of school or the last two weeks of school unless an emergency and approved by Administration.

If the above leave request is for emergency purposes, please state the reasons and circumstances for this leave:

Signature of Employee

Date

I recommend that the request be approved / denied.

Signature of Principal/Supervisor

Date

The request is *approved / denied.

Signature of Personnel Official

Date

Type of leave approved _____

*Subject to the availability of a substitute

Revised 02/11/2008