

BLOOM-CARROLL LOCAL SCHOOL DISTRICT

REQUEST FOR UNPAID LEAVE (DOCK DAYS)

Staff members may request up to two "dock days" per school year *after* his/her personal days have been used. Part-time support staff (less than four hours per day) may request up to five "dock days" per school year upon approval by the supervisor and the Superintendent. Except in the case of emergency, any request must be done in advance, approved at all levels and in accordance with district policy and regulations. (See BC Policy GCBD-R – Professional Staff Leaves and Absences and GDBD-R – Support Staff Leaves and Absences.)

Employee: Please complete the following information and forward this form to your Principal/Supervisor for approval.

Your Name: _____ Date: _____

Date(s) of Absence: _____

Length of Absence: _____ Day(s) or _____ Hours

Please state the reason for this request:

I understand that before I can take unpaid leave, I must use all my personal days and
I understand that I will not be paid for this absence.

Employee Signature

Principal/Supervisor Signature

Date

Principal/Supervisor: Please forward this form to the Superintendent's Office upon approval.

Superintendent Signature

Date

For Office Use Only

Date Received: _____ Received By: _____

BOE Approval Date: _____ Copy to Payroll _____