

# CAMDEN CENTRAL SCHOOL

## LEAVE OF ABSENCE REQUEST

I wish to request a leave of absence as an employee of the Camden Central School District, effective on the close of the day on \_\_\_\_\_\*, I plan to return on the following date \_\_\_\_\_\*.

**\*(Proper medical documentation is required for a medical leave.)**

Type of Leave Requested:

Qualifications for a leave under the Family and Medical Leave Act (FMLA) require that you have worked at least 1,250 hours in the last 12 months. If you qualify, and the leave of absence falls under the guidelines of leave entitlement, the leave will be considered FMLA.

\_\_\_\_\_ Paid Leave, Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Unpaid Leave, Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Educational Leave, Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

C: Personnel File  
Bldg Admin/Supervisor  
F/LOA  
1/14/10