

NEBO SCHOOL DISTRICT

SHORT-TERM LEAVE WITHOUT PAY REQUEST

To be used for all unpaid leave requests that do not constitute a break in employment.
Leave is at the discretion of the immediate supervisor.

Date _____

Name _____ School _____

Home Address _____ Phone _____

Total Years in Nebo School District _____ Total Years of Experience _____

Present Assignment _____

Reason for Request _____

Dates of Leave Requested _____

Applicant's Signature

Date

Principal's Signature

Date

Director's Signature

Date

Human Resource Director's Signature

Date