



General Leave of Absence Request

The Board of Education may, at its discretion, grant leave to an employee of District 120 for purposes other than medical leave under the Family Medical Leave Act (FMLA).

Examples in which this leave may apply are, but not limited to, extended childcare leave, medical leave after exhausting FMLA leave, and professional leave for purposes of study or professional growth.

If possible, written application for such leave shall be made to the Superintendent at least ninety (90) days in advance. Leave will be unpaid unless the employee utilizes accrued sick/personal time.

EMPLOYEE INFORMATION

First Name: _____ Middle Initial: _____ Last Name: _____

Employment Position: _____ Department: _____

Anticipated Dates of Absence: _____ to _____

BOARD APPROVAL - BOARD DENIAL

Director of Human Resources

Date