



Creston School District No. 073

485 Southeast E Street
Creston, WA 99117

Voice: (509) 636-2721 Fax: (509) 636-2910

Net: www.creston.wednet.edu

Chuck Wyborney, Superintendent
Glenn Arland, Principal

REQUEST FOR LEAVE

Employee Name _____ Date _____

Type of Leave Requested: (Please check one)

- | | |
|---|---|
| <input type="checkbox"/> Sick Leave | <input type="checkbox"/> School-related Business
(Prior Approved by Superintendent/Principal) |
| <input type="checkbox"/> Bereavement
(Please state relationship to deceased below) | <input type="checkbox"/> Maternity Leave |
| <input type="checkbox"/> Personal Leave | <input type="checkbox"/> Other (Includes Personal Professional Development)
(Please Explain below) |

Explanation for leave if Bereavement, School-related, or Other: _____

Amount of time Requested: _____

List Dates and Times (If a portion of a day): _____

Signature

Employee Signature

Date

DISTRICT USE

Leave Approved		To be deducted from sick leave or personal leave	
<input type="checkbox"/>	YES	<input type="checkbox"/>	YES
<input type="checkbox"/>	NO	<input type="checkbox"/>	NO

Reason that leave was not deducted from leave account: _____

Superintendent/Principal Signature

Date

Amount to be deducted from pay: _____

Substitute: _____

Creston School District No. 073 does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Chuck Wyborney, Superintendent at 485 Southeast E Street, Creston, WA 99117. Telephone: 509-636-2721. Email: cwyborney@creston.wednet.edu.