

APPLICATION FOR MUNICIPAL/EMERGENCY ORGANIZATION LEAVE

This request for Municipal/Emergency Organization Leave with pay is made in accordance with the High Prairie School Division Administrative Procedure 403 – Staff Leave of Absence.

I hereby apply for municipal leave, with pay, pursuant to Administrative Procedure 403 – Staff Leave of Absence		
Name:		
Date Absence is Planned for:		
Absence will:	☐ Not extend a long weekend	
	☐ Extend a long weekend	Substitute Hired:
	☐ Extend Christmas or Spring Break	Substitute Hired:
Signature:		Date:

Principal/ Supervisor's Signature:	Date:
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Approval Signature	
Superintendent:	Date:

Office Use Only	
This employee has the required days available: ☐ YES ☐ NO	
Payroll Signature:	Date: