

**ALAMANCE-BURLINGTON SCHOOL SYSTEM
ADMINISTRATIVE LEAVE REQUEST
&
REQUEST TO CHANGE TIMEKEEPER**

TO: _____
FROM: _____
EMP. #: _____
DATE: _____

Use a separate form for dates in different months. (i.e., one for days in January, another for days in February, etc.)

<u>Type of Leave Requested</u> <small>(Check appropriate type)</small>	<input type="checkbox"/>	<u>Number of Days Requested</u>	<u>Dates Requested</u>
Vacation	<input type="checkbox"/>	_____	_____
Sick	<input type="checkbox"/>	_____	_____
Unpaid	<input type="checkbox"/>	_____	_____
Jury Duty	<input type="checkbox"/>	_____	_____
Comp Time	<input type="checkbox"/>	_____	_____
Personal Leave	<input type="checkbox"/>	_____	_____
Professional Leave/ Staff Development	<input type="checkbox"/>	_____	_____

TIMEKEEPER CHANGE REQUEST:

Arrival Time _____ Departure Time _____
 Lunch Begins _____ Lunch Ends _____

Employee Reason for Change:

Approved By: _____ **Date:** _____
(Supervisor or Administrator)

Date Record Changed: _____
Person Who Changed Record: _____