

Snoqualmie Valley School District No. 410 Leave Request & Approval

Only required when absence can't be entered in Skyward

Employee must enter absence in Absence Management

Name _____ Certificated Classified

School or Dept _____ Position/Title _____

Account Code _____ Absence Mgmt # _____

First day of leave (MM/DD/YYYY) _____ Last day of leave (MM/DD/YYYY) _____

If partial day, time(s) or period _____

Attach appropriate documentation for Judicial and Personal Discretionary (SVEA) Leaves.

Total Hours Numbers only	Type of Leave	Reason for Absence Do not leave blank
_____	Sick Leave	
_____	Bereavement	
_____	Association Leave	
_____	Judicial Leave	
_____	Family Illness (SVEA only)	
_____	Personal/Discretionary Personal Leave	
_____	Release Time (enter account code above)	
_____	Other _____	
_____	Personal Emergency—Superintendent	
_____	Approval Required (SVEA/SVASA only; see CBA for details)	

It is the employee's responsibility to ensure they have an adequate leave balance (check Skyward Employee Access) before making a request. If the request for leave is approved and it is later determined that the employee does not have an adequate available balance, any days taken will be processed as unpaid leave.

Employee Signature _____ Date _____

-----For Supervisor Use-----

Approve Deny

Supervisor Signature _____ Date _____

-----Superintendent/Designee Approval Required for Personal Emergency Leave-----

Approve Deny

Approval Signature _____ Date _____