

**NEOGA COMMUNITY UNIT SCHOOL DISTRICT #3**

Today's Date \_\_\_\_\_

Signature of Employee \_\_\_\_\_

Vacation Day

Sick Day

Sick Day Funeral

Non-Designated Day

Professional

Date(s) Requested \_\_\_\_\_

**SICK DAY FUNERAL (NON IMMEDIATE FAMILY) REQUEST**

At the discretion of the Superintendent, employees can be allowed to use sick days for funerals other than those in the immediate family.

**NON-DESIGNATED DAY REQUEST**

Employees must submit their request for approval or denial, in writing, to their immediate supervisor, at least three (3) days prior to the use of a non-designated day when possible. The use of non-designated days shall not be permitted on the day before or the day after holidays or vacation days or in conjunction with any holidays or vacation days, or on institute days, workshop days, or during the first two (2) weeks or last two (2) weeks of the school term.

**VACATION**

Vacation days should be approved by the superintendent in advance. Should the employee submit for vacation in an emergency situation or verbally to the superintendent this record should be completed upon their return.

**PROFESSIONAL MEETING LEAVE REQUEST**

Meeting \_\_\_\_\_

Meeting Place \_\_\_\_\_

Estimated Expenses:

Auto \_\_\_\_\_ miles at \_\_\_\_\_ Total \$ \_\_\_\_\_

Meals \_\_\_\_\_ Total \$ \_\_\_\_\_

Motel/Hotel \_\_\_\_\_ nights at \_\_\_\_\_ Total \$ \_\_\_\_\_

Other \_\_\_\_\_ Total \$ \_\_\_\_\_

Total Estimated Expenses \$ \_\_\_\_\_

Comments: \_\_\_\_\_  
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Account \_\_\_\_\_

Approved \_\_\_\_\_

Denied \_\_\_\_\_

Date \_\_\_\_\_

Signature of Principal \_\_\_\_\_

Approved \_\_\_\_\_

Denied \_\_\_\_\_

Date \_\_\_\_\_

Signature of Superintendent \_\_\_\_\_