

# Morgan County Schools

## Request for Leave of Absence

Directions: Refer to the guidelines on back of form and complete following:

Name: \_\_\_\_\_ Work Location: \_\_\_\_\_

Employee ID Number 95800\_ \_ \_ \_ Date \_\_\_\_\_

I hereby request a leave of absence on the following date(s):

Beginning \_\_\_\_\_ End \_\_\_\_\_

My leave of absence is requested for the following reason(s):

- Medical/Health Condition
- Childbirth
- Adoptive or infant bonding
- Educational
- Sabbatical
- Political

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

### Submit to Principal/Supervisor

Principal/Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

### Submit to Personnel Director

Board of Education action:

Approved       Denied      Date \_\_\_\_\_

Superintendent/Designee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Copy: Employee; Principal/Supervisor; Payroll Office

### **Leave of Absence (LOA)**

1. An employee may request a leave of absence without pay for a consecutive period of one school year or less for the following reasons:

health/medical condition,

childbirth,

adoptive or infant bonding,

educational,

sabbatical,

or political.

Appropriate documentation for the leave as requested by Morgan County Board of Education policy must be submitted with the request.

2. A written request for LOA must be submitted on the LOA form to the principal/supervisor in advance of the absence.
3. The principal/supervisor shall verify the request form/documentation and submit to the Personnel Office.
4. The request will be submitted to the Board of Education for action.
5. If approved, the personnel/finance office shall enter the leave on the TSSI System.

NOTE: Pursuant to WV Code 18A-4-15(2), service personnel may not be required to request to take a leave of absence; in such case, the employee shall utilize the Request for Absence without pay form and provide documentation/reasons for any absence.

Reference: Morgan County Board of Education Policy GCBD