

Morgan County Schools

Request for Coaching Leave

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

Name _____ Location _____
Position _____ Employee ID Number 95800_ _ _ _

I request permission to be absent from my regular assignment to perform the following coaching responsibilities:

_____.

Beginning Time of Athletic Contest _____

Date and Time of Leave Requested _____

Substitute Required Yes No

Submit to Principal/Supervisor

Approved

Substitute Required

Denied

School will provide substitute coverage

Principal Signature _____ Date _____

Submit to Superintendent's Office

Approved

Approval Code

Denied

Superintendent/Designee Signature _____ Date _____

Copies: Employee

Principal(s)

Finance Department

Regulations for Coaching Leave

1. A coach may be absent from their duties as a regular employee to perform coaching responsibilities (necessitated by departure time for a scheduled athletic contest.)
2. Coaching leave may be requested by completing the Request for Coaching Leave Form and submitting to principal/supervisor in a timely fashion prior to the leave. The principal/supervisor may either provide substitute coverage if needed, or request a substitute.
3. If determined by the principal/supervisor that the leave request will be approved, the signed request form must be submitted to the superintendent's office.
4. If determined by the central office director for athletics that the leave will be approved, the director shall provide copies of the approved/denied leave to the employee, any principals/supervisors impacted by the leave, and to the payroll department.
5. If the request for coaching leave is approved, the employee, prior to taking the leave shall report his/her absence by calling the TSSI System (#57) and entering the approval code.