

MORGAN COUNTY SCHOOLS

Request for Absence Without Pay

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

Name: _____ Work Location: _____

Social Security Number: _____ Date: _____

I hereby request to be absent without pay on the following date(s):

My absence without pay is requested for the following reason(s):

Employee Signature

Submit to Principal/Supervisor

Approved

Denied

Principal/Supervisor Signature

Date

Submit to Superintendent's Office (if the cumulative total exceeds ten)

Approved

Denied

Board of Education action if cumulative total exceeds twenty days

Approved

Denied

Date _____

Superintendent/Designee's Signature

Date

Copy: Employee; Principal/Supervisor; Payroll Office

ABSENCE WITHOUT PAY (AWP)

1. An employee may request AWP whenever all personal or annual leave has been exhausted during a school year.
2. A written request for AWP must be submitted on the AWP form to the principal/supervisor in advance of the absence, except in the case of sudden and unexpected circumstances whereby the employee shall directly contact the principal for verbal approval and the written request should be completed as soon as reasonably possible.
3. The principal/supervisor may approve a maximum cumulative total of ten days for the school year.
4. An AWP request which exceeds # 3 but is less than a cumulative total of twenty days for the school year must be submitted to the superintendent/designee for approval in advance of the absence.
5. An AWP request which exceeds twenty cumulative days for the school year must be submitted to the Superintendent's office for Board of Education approval in advance of the absence. Written verification from a health care provider specifying the reason for and duration of the absence must be included with the request.
6. The principal/supervisor shall approve or deny the request (or submit to the superintendent's office if the request exceeds ten cumulative days).
7. If approved and prior to the absence, the employee shall report the absence by calling the TSSI system (#91).

Reference: Morgan County Board of Education Policy GCBDA-R