

MORGAN COUNTY SCHOOLS

Request for Leave Without Cause

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

Name of Employee _____ Work Location _____

Employee ID# 95800- _ _ _ _ Date _____

I hereby request permission to be absent from my duties on the following date(s):

Describe unexpected or sudden circumstances if leave is requested less than twenty-four hours in advance of absence: _____

Employee Signature

Date

Submit to Principal/Supervisor

Approved

Denied

Principal/Supervisor Signature

Date

Copy: Employee
Principal/Supervisor

LEAVE WITHOUT CAUSE (LWC) GUIDELINES

1. An employee shall be allocated three days annually for LWC. A maximum of two LWC days may be carried over to the next fiscal year for an annual maximum total of five LWC days.
2. A written request for LWC must be submitted on the LWC form to the principal/supervisor at least twenty-four hours in advance of the absence, except in the case of sudden and unexpected circumstances whereby the written request shall be made as soon as reasonably practical.
3. LWC may be denied if, at the time the request is made, either fifteen percent of the employees or three employees, whichever is greater, under the supervision of the principal/supervisor have previously been approved for LWC on such date.
4. LWC may not be taken on consecutive work days unless authorized or approved by principal/supervisor.
5. LWC may not be used in connection with a concerted work stoppage or strike.
6. The principal/supervisor shall approve or deny the LWC request pursuant to these guidelines.
7. If approved, and prior to the absence, the employee shall report the leave by calling the SEMS system.

REFERENCE: Morgan County Board of Education Policy 4431 – Personal Leave