

GARDNER PUBLIC SCHOOLS

Request for Absence

Name: _____

Today's Date: _____

Position/Location: _____

Date(s) Requested: _____

Purpose of Leave (please check one)

Full Day: _____

Half Day: _____

Vacation

Bereavement

Non-work Day

Jury Duty (**submit summons**)

Other (sick day)

Unpaid Day

Comments: _____

GEA Teachers (Bereavement) – *Up to five (5) days at any one time may be granted to the employee in the event of death in the teacher's immediate family. Immediate family is defined as spouse, children, siblings, parents, grandparents, and comparable in-laws, and significant others. Other relationships may be considered as "immediate family" at the discretion of the building principal. Time may also be allowed at the discretion of the building principal for death of close friends or relatives not in the immediate family. The employee will consider such time taken as a use of a personal day.*

GEA ESP's (Bereavement) - *In the event of death in the immediate family of an employee, the employee will be granted leave with pay up to five (5) working days, and such leave shall not be charged to Sick Leave or Personal Leave. Immediate family is defined as spouse, children, siblings, parents, grandparents, and comparable in-laws, and significant others. Other relationships may be considered as "immediate family" at the discretion of the building principal. A maximum of one (1) day may also be allowed at the discretion of the Building Principal for death or illness of close friends or relatives not in the immediate family.*

Local 1717 (Clerks, Maintenance) - Bereavement – *Up to five (5) working days at any one time may be granted to the employee in the event of a death in the employee's immediate family. Immediate family is defined as spouse, children, siblings, parents, grandparents, and comparable in-laws, and significant others. Other relationships may be considered as "immediate family" at the discretion of the Superintendent of Schools. Time also may be allowed, at the discretion of the Superintendent of Schools, for death of close friends or relatives not in the immediate family. The employee will consider such time taken as a use of personal leave. One (1) day of the leave period may be held for use at a later date for the purpose of attending interment.*

Employees with Individual Contracts – *Individual contract provisions apply.*

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____