

Jurupa Unified School District  
REQUEST FOR SPECIAL LEAVE  
CERTIFICATED EMPLOYEES

"When a leave request does not fall within the definition of any other leave provision, it shall be considered a request for Special Leave. Special Leave may be granted at the discretion of the Superintendent or his/her designee(s). Each request for Special Leave must be submitted on a form provided by the District in sufficient time to permit it to be approved or disapproved in advance. In extremely unusual and unavoidable circumstances when the unit member cannot obtain such written approval in advance, the unit member may make such requests verbally or retroactively."

Employee's Name \_\_\_\_\_ : Date \_\_\_\_\_

Position \_\_\_\_\_ Location \_\_\_\_\_

I am requesting Special Leave beginning on \_\_\_\_\_ and ending on \_\_\_\_\_  
(date) (date)  
\_\_\_\_\_ for a total of \_\_\_\_\_ work days.  
(date)

Check the appropriate option listed below:

- \_\_\_\_\_ I request Special Leave with pay with deduction of sick leave.
- \_\_\_\_\_ I request Special Leave with pay less what a substitute would cost.
- \_\_\_\_\_ I request Special Leave without pay.

The specific reasons for this request are as follows:

If your leave request is with use of sick leave or with pay less what a substitute would cost explain why you feel that you should be paid or be allowed to use accumulated sick leave:

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

Note: Forward this request to the Personnel Office in sufficient time to permit it to be approved or disapproved in advance and leave a copy with your immediate supervisor.