

Plainville Public Schools

Request for Leave

Directions:

1. Forms are to be submitted to the Superintendent of Schools according to your contract timeline.
2. Prior approval by the Superintendent of Schools must be secured except in emergency situations.
3. All conditions stipulated in the collective bargaining agreement must be complied with.
4. **You must call or text the substitute line to inform the Substitute Coordinator of your requested absence even if you do not require a substitute.**

Name: _____ Date: _____

Position: _____ School or Dept: _____

Date(s) Requested: _____

Please check the appropriate box:

- ☐ Personal Day (Number of Days granted this year to date) _____
- ☐ Jury Duty
- ☐ Religious
- ☐ Vacation Day (Number of Days granted this year to date) _____
- ☐ Bereavement
- ☐ Deduct

Substitute to be employed: Yes _____ No _____

Explanation: _____

_____ I have called or texted the substitute line (774-364-0968) to inform the Substitute Coordinator of my requested absence (even if I do not require a substitute).

Employee Signature: _____ Date: _____

FOR CENTRAL OFFICE USE

Superintendent

Approved: _____ **Not Approved:** _____ **Date:** _____

Limitations of

Approval: _____

Copy to: Employee

Principals and Substitute Coordinator informed via email.