

EAST WINDSOR PUBLIC SCHOOLS

APPLICATION FOR LEAVE

*Please fill out this form electronically and email it to your building administrator.
Provided you have the personal leave when entered into Kelly Services, your leave will be approved.*

EMPLOYEE'S NAME _____ SCHOOL _____

POSITION _____

EMPLOYEE'S SIGNATURE _____ DATE OF REQUEST _____

EMERGENCY LEAVE (1 day)

Prior notification to the Building Administrator is required where applicable.

Certified Personnel: Consult Article 21 in the EWEA Contract

Classified Personnel: Consult Article XV in the Classified Contract

Date(s) of Absence:	Request is for:	Full Day	Half Day
			AM
			PM

Reason for Absence:

Substitute Needed: YES NO

Kelly Conf. #
(Required)

TO SUBMIT THIS FORM - SAVE AS A PDF FILE AND EMAIL AS AN ATTACHMENT TO YOUR ADMINISTRATOR