

# NORTH KITSAP SCHOOL DISTRICT NO. 400 ABSENCE REPORT OR APPLICATION FOR LEAVE FORM

## North Kitsap Education Association (NKEA)

Name \_\_\_\_\_

School \_\_\_\_\_

Position \_\_\_\_\_

Date of this Application \_\_\_\_\_

Leave Requested \_\_\_\_\_ to \_\_\_\_\_ = \_\_\_\_\_ day(s) of leave  
starting date ending date

Is substitute needed? (YES) (NO) Time to report: \_\_\_\_\_  
(Teachers are responsible for booking their own sub)

### Type of Leave Requested

\_\_\_\_\_ Sick Leave

\_\_\_\_\_ Family Illness<sup>3</sup>

\_\_\_\_\_ Personal<sup>2</sup>

\_\_\_\_\_ Emergency<sup>3</sup>

\_\_\_\_\_ Bereavement<sup>3</sup>

\_\_\_\_\_ Jury Duty & Subpoena<sup>3</sup>

\_\_\_\_\_ Birth/Adoption Day<sup>3</sup>

\_\_\_\_\_ Disability/Maternity<sup>4</sup>

\_\_\_\_\_ Leave of Absence/LWOP<sup>4</sup>

\_\_\_\_\_ Military Leave<sup>4</sup>

\_\_\_\_\_ Family Leave<sup>4</sup>

\_\_\_\_\_ Public Office<sup>4</sup>

\_\_\_\_\_ Government Service<sup>4</sup>

\_\_\_\_\_ Association/District Related<sup>4</sup>

\_\_\_\_\_ Association Officers<sup>4</sup>

\_\_\_\_\_ President Release<sup>4</sup>

Codes: <sup>1</sup> Requires explanation

<sup>2</sup> No explanation required; approval of supervisor required

<sup>3</sup> Requires explanation & supervisor's approval

<sup>4</sup> Requires explanation; approval of supervisor & superintendent/  
designee required

Explanation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_  
Employee

\_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Date \_\_\_\_\_  
Supervisor

\_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Date \_\_\_\_\_  
Superintendent/Designee