

# Leave Utilization Exception Request

PTO shall be requested at least 3 working days prior to absence

Name: \_\_\_\_\_ Date \_\_\_\_\_

Dates of requested leave \_\_\_\_\_ to \_\_\_\_\_

Number of days of requested leave \_\_\_\_\_

1<sup>st</sup> Request to committee \_\_\_\_\_

2<sup>nd</sup> Request to committee \_\_\_\_\_

3<sup>rd</sup> or more request to committee in person \_\_\_\_\_

Leave entered into AESOP (Yes or No and Date) \_\_\_\_\_

Requested leave is an exception to the following:

\_\_\_\_\_ 1st 3 weeks of the school year (including Teacher contract days)

\_\_\_\_\_ More than 2 consecutive days off

\_\_\_\_\_ Thanksgiving Break \_\_\_\_\_ No subs available for this day/AESOP denial

\_\_\_\_\_ Winter Break

\_\_\_\_\_ Spring Break

\_\_\_\_\_ Extended long weekend (Weekend including a holiday)

\_\_\_\_\_ Last two weeks of the school year

Reason: \_\_\_\_\_

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Will you miss any essential days? (Conferences, PD days, etc.) \_\_\_\_\_

How will you make this time up if so? \_\_\_\_\_

\_\_\_\_\_

Principal approval (Signature of principal) \_\_\_\_\_

Request Approved \_\_\_\_\_

Request Denied \_\_\_\_\_

Committee

\_\_\_\_\_  
LCEA

\_\_\_\_\_  
LCSD

\_\_\_\_\_  
LCEA

\_\_\_\_\_  
LCSD

\_\_\_\_\_  
LCEA

\_\_\_\_\_  
LCSD

Date: \_\_\_\_\_