

**DENVER PUBLIC SCHOOLS
REQUEST FOR SHORT LEAVE OF ABSENCE
CLASSIFIED EMPLOYEES**

Type of Leave Requested: · Personal · School Business · Other*

*Short leave categories are described in applicable employee Agreements or Board policy.

Section A

I hereby request leave beginning _____ through _____.

Number of days of leave needed _____
(Include travel days)

Reason for Request** _____

** Reason must be given to assure compliance with Agreement language.

Conference/Meeting to be attended: _____

City and State: _____

School to be visited: _____

City and State: _____

Print Name _____ Job Classification _____ Loc _____

Signature _____ Date _____ Soc.Sec.# _____

Expenses Requested · Yes · No

Approval of principal or
department head _____ Date _____

Expenses Recommended · 1/2 · Full · Limited to _____ · Expenses Not Recommended

SECTION B : Estimated Expenses

Airfare	_____	Ground Transportation	_____
Registration Fees	_____	Miscellaneous	_____
Lodging	_____	Other Fees	_____
Per Diem	_____	Total	_____

SECTION C :

Account number to be charged for substitute _____

Account number to be charged for expenses _____

SECTION D : Request for Travel Advance

I, _____, request \$ _____ in advance for my upcoming trip.

I will · use the District's travel agent. I will not · use the District's travel agent.

All advances must be picked up at 900 Grant Street, Disbursing Office. An Advance Repayment Agreement must be signed to obtain the advance.

SECTION E : Approval for authorized Absence or Travel

Approving Authority _____ Date _____

Salary Allowed · Salary Not Allowed ·

Superintendent _____ Date _____
(Assistant or Area)