

RDCA – Staff Leave Request

You must have leave on the books to request time off

Today's date: _____

Name: _____

Center: _____

Regular Scheduled Hours: _____

Date(s) and Hours of Leave Requested *(if multiple dates are listed, please ensure they fall in the same pay cycle):*

Type of Leave Requested: **Vacation, Sick, Birthday** *(eligible after 1st anniversary), Personal Day* *(earn 1 day per year after 2-year anniversary, then earn 2 days per year after 4-year anniversary and beyond)*
Admin/Comp

Coverage Plan/Substitute *(must be approved by director):*

Date received by Director/Executive Director: _____

Approved by/Date: _____

RDCA Employee Handbook (December 2016), Section 3 – Time Away from Work & Other Benefits, Pages 1-38 addresses ALL types of Leave
Key Reminders: Submit vacation requests in writing at least two weeks in advance to your immediate supervisor. When possible, vacation requests are granted, taking into account operating requirements. Length of employment may determine priority in scheduling vacation times. No more than three weeks of vacation can be taken at one time without special management approval, see the Leave of Absence Policy. Vacation cannot be taken the last week of school, the first week of summer, the last week of summer, or the first week of school; including any of the three mandatory in-service days. Employees requesting leave for three (3) or more consecutive days of earned sick and safe leave may be required to provide reasonable documentation to verify that leave was used appropriately. Any available leave may be used for sick.

Revised 4/4/2022

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