

MAINE SCHOOL ADMINISTRATIVE DISTRICT #49

ALBION * BENTON * CLINTON * FAIRFIELD

REQUEST FOR TEMPORARY LEAVE OF ABSENCE

BEREAVEMENT FORM FOR

ED. TECH. II

ARTICLE VII.B., LEAVES, Bereavement Leave,

Ed Tech II's are allowed up to three (3) days paid leave on occasion of death in the immediate family: spouse, parents of spouse, parents, step parents, guardians, children, step-children, brothers, step-brothers, sisters, step-sisters, wards, grandparents or grandchildren. The Superintendent may extend the definition of family or the three (3) days if requested by the Ed Tech II because of extenuating circumstances.

TO: Building Principal/ School: _____

Requested Date(s): _____

Name of deceased and relationship:

Ed. Tech's Printed Name: _____

Ed. Tech's Signature: _____ Date: _____

Principal's Signature: _____ Date: _____

Recommendation: Approve: _____ Disapprove: _____

Superintendent's Signature: _____ Date: _____

Superintendent's Action: Approve: _____ Disapprove: _____