



# Newton-Conover City Schools

## REQUEST FOR LEAVE OF ABSENCE:

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

Last four digits of social: \_\_\_\_\_

School Name or Location \_\_\_\_\_

Reason requiring LOA \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Beginning \_\_\_\_\_ (date) I plan to use leave balances as follows:

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

Extended Leave \_\_\_\_\_ (available to teachers only) Personal Leave \_\_\_\_\_ (available to teachers only)

Other \_\_\_\_\_

Explanation: \_\_\_\_\_

\_\_\_\_\_

Estimated time of return to work

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)