

**MOBRIDGE-POLLOCK SCHOOL DISTRICT #62-6  
PRIOR APPROVAL FOR LEAVE**

**NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_

**I HEREBY REQUEST:**

- \_\_\_\_\_ **Professional Leave**                    on **Date(s)** \_\_\_\_\_
- \_\_\_\_\_ **Coaching Leave**                    on **Date(s)** \_\_\_\_\_
- \_\_\_\_\_ **Personal Leave**                    on **Date(s)** \_\_\_\_\_
- \_\_\_\_\_ **Personal Leave Earned**           on **Date(s)** \_\_\_\_\_
- \_\_\_\_\_ **Sick Leave**                            on **Date(s)** \_\_\_\_\_
- \_\_\_\_\_ **Sick Leave Family**                on **Date(s)** \_\_\_\_\_
- \_\_\_\_\_ **Vacation Leave**                    on **Date(s)** \_\_\_\_\_
- \_\_\_\_\_ **Bereavement Leave**                on **Date(s)** \_\_\_\_\_
- \_\_\_\_\_ **Other ( \_\_\_\_\_ )**            on **Date(s)** \_\_\_\_\_

**REMARKS:** \_\_\_\_\_

**EMPLOYEE'S SIGNATURE** \_\_\_\_\_

**BUILDING PRINCIPAL** \_\_\_\_\_

\_\_\_\_\_ **Approved**

\_\_\_\_\_ **Denied**      **Superintendent** \_\_\_\_\_ **Date** \_\_\_\_\_