

Barnwell County Career Center Leave Request

Name _____

1) Early Dismissal Date _____ Time _____

Dismiss from 9:25 – 10:59 = $\frac{3}{4}$ day; 11:00 – 1:14 = $\frac{1}{2}$ day; 1:15 – 2:44 = $\frac{1}{4}$ day; after 2:45 – no charge of time

2) One day Leave Date _____

3) Multiple days Leave Dates _____

Total # of days _____ (Should equal total of 1, 2, and 3)

Check One:

- Sick _____
- Personal _____
- Bereavement (uses Sick time)
- Funeral (uses Sick time)
- Jury Duty/Court
- Maternity
- Vacation (240-day employees only)
- Professional Development (attach agenda) _____
- Field Trip with students
- Leave (without pay) _____
- Comp time USED
(Use Compensatory Time Request (gold) to earn days)

**All leave must be approved at least 2 days prior to taking the leave
(with the exception of sick and emergency leave).**

Employee Signature

Date

Director Signature

Date
