

Beach Haven School District

REQUEST FOR RELEASE FROM WORK DAY

Date: _____

I am requesting/**I was absent** (circle) the following day(s) _____ for the appropriate reason as checked below:

_____ **Illness**

_____ **Personal Business** (*submitted at least one day prior*)

_____ **Vacation**

_____ **Bereavement**

_____ **Jury Duty** (*attach court summons*)

_____ **Professional Development/ Workshops** (*additional form needed*)

_____ **No Pay** (*prior approval needed*)

Print Name

Employee Signature

Approval **Granted**

Date

Approval **Denied**

Date