



# Walla Walla Public Schools

Developing Washington's Most Sought-After Graduates

**Human Resources**  
364 S. Park Street  
Walla Walla, WA 99362  
(509) 527-3000  
www.wwps.org

Name \_\_\_\_\_ Today's Date \_\_\_\_\_ Leave No. \_\_\_\_\_

Building/Dept. \_\_\_\_\_ Substitute Needed:  Yes  No

Total Number of days requested \_\_\_\_\_ Date(s) of Leave \_\_\_\_\_

**Please refer to your bargaining unit contract (if applicable) for specific language regarding various leave requirements.**

### TYPE OF LEAVE

**Personal** (ONLY needs Principal/Supervisor approval) - Date(s) of Leave \_\_\_\_\_

**Incentive** (ONLY needs Principal/Supervisor approval) - Date(s) of Leave \_\_\_\_\_

**Longevity** (ONLY needs Principal/Supervisor approval) - Date(s) of Leave \_\_\_\_\_

**Bereavement** Your relationship to deceased: \_\_\_\_\_

**Emergency** (from available sick leave) Reason: \_\_\_\_\_

**Jury Duty** (Attach "Certificate of Jury Service" – *available from County Clerk*)

**Other** (please give specific reason): \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

### PRINCIPAL/SUPERVISOR RECOMMENDATION

YES

NO

Principal/Supervisor understanding with employee: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Principal/Supervisor Signature

\_\_\_\_\_  
Date

### HUMAN RESOURCES DECISION

APPROVED:  YES

NO

Number of days approved \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
HR Administrator Signature

\_\_\_\_\_  
Date

The Walla Walla School District is an Equal Opportunity Employer and complies with all requirements of the ADA.

Revised 02/23