

# Mountain Brook City Schools Leave Request & Substitute Form

Employee Name:	School or Department:
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**Date of Absence(s):** *record each day and indicate amount of leave requested.*

Monday	Tuesday	Wednesday	Thursday	Friday

**Select Leave Type:**

Sick Leave	Personal Leave	<i>*Approval required</i>
Personal Illness	Family Illness	Vacation Leave <i>*Approval required</i>
Bodily Injury	Death in Family	Unpaid Leave <i>*Approval required</i>
Other	<i>Reason:</i> _____	
Prof Development	<i>Reason:</i> _____	

*\* All leave types, except Sick Leave, require an Approval Signature.  
**Other Leave & Professional Leave require a reason/explanation.***

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\* Approval Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Substitute Information**

Substitute Printed Name	Substitute Signature	✓	Date Worked
		<input type="checkbox"/> 1/2 Day <input type="checkbox"/> Full Day	
		<input type="checkbox"/> 1/2 Day <input type="checkbox"/> Full Day	
		<input type="checkbox"/> 1/2 Day <input type="checkbox"/> Full Day	
		<input type="checkbox"/> 1/2 Day <input type="checkbox"/> Full Day	
		<input type="checkbox"/> 1/2 Day <input type="checkbox"/> Full Day	

**Funding Source & Approval / BOE Funded**

<input type="checkbox"/> Barlow	<input type="checkbox"/> Austin	<input type="checkbox"/> Prewitt	<input type="checkbox"/> Hood
<input type="checkbox"/> Beckham	<input type="checkbox"/> Cole	<input type="checkbox"/> Neura	
<input type="checkbox"/> Brooks	<input type="checkbox"/> SpecEd	<input type="checkbox"/> Brandt	

**Admin Approval:** \_\_\_\_\_

Payroll Procedures	Kelly Services Substitutes										
<input type="checkbox"/> AOD -post employee leave <input type="checkbox"/> AOD <u>-do not</u> -post substitute	<table style="width: 100%;"> <tr> <td><input type="checkbox"/> Office</td> <td><input type="checkbox"/> PreSchool</td> <td><input type="checkbox"/> Gr 1-6</td> <td><input type="checkbox"/> Gr 1-6 Special Ed</td> <td><input type="checkbox"/> Bill to School</td> </tr> <tr> <td><input type="checkbox"/> Kindergarten</td> <td><input type="checkbox"/> Gr 7-12</td> <td><input type="checkbox"/> Gr 7-12 Special Ed</td> <td></td> <td><input type="checkbox"/> Bill to HS - P5</td> </tr> </table> <p style="text-align: right;"><input type="checkbox"/> Scan Kelly Services to A/P</p>	<input type="checkbox"/> Office	<input type="checkbox"/> PreSchool	<input type="checkbox"/> Gr 1-6	<input type="checkbox"/> Gr 1-6 Special Ed	<input type="checkbox"/> Bill to School	<input type="checkbox"/> Kindergarten	<input type="checkbox"/> Gr 7-12	<input type="checkbox"/> Gr 7-12 Special Ed		<input type="checkbox"/> Bill to HS - P5
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