



Baldwin-Whitehall School District

4900 Curry Road
Pittsburgh PA 15236-1817

**Service Employees
Request For Short-Time Unpaid Leave of Absence**

Employee Name: _____ Building Assignment: _____

Department: _____ Position: _____

To: Human Resources Manager,

In accordance with the provisions of Article XI, Section B of the collective bargaining agreement, I hereby request an unpaid leave of absence from my duties:

Reason: _____

Start Date: _____
Month – Day - Year

End Date: _____
Month – Day - Year

I will return to my duties on: _____
Month – Day - Year

Employee Signature Date

OFFICE USE ONLY

Approvals:

Supervisor's Signature Date

Human Resources Manager's Signature (or Designee) Date

Distribution:
Original Personnel File
Copy Payroll
Copy Supervisor
Copy Employee