



# Baldwin-Whitehall School District

4900 Curry Road  
Pittsburgh, PA 15236

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

Employee's Name: \_\_\_\_\_ Building Assignment: \_\_\_\_\_

Department: \_\_\_\_\_ Position: \_\_\_\_\_

To: Director of Employee Services,

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:

I have exhausted all my personal days.

Reason: \_\_\_\_\_ Total of Unpaid Days: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

I will return to my duties on: \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature Date

### OFFICE USE ONLY

#### Approvals:

\_\_\_\_\_  
Supervisor's Signature Date

\_\_\_\_\_  
Director of Employee Services' Signature Date  
(Or Designee)

#### **Distribution:**

- Original Personnel File
- Copy Payroll
- Copy Supervisor
- Copy Employee