



ABSENCE REQUEST FOR PART TIME STAFF

(Staff should submit a separate form for any absences which are not consecutive.)

STAFF NAME _____

STAFF EMAIL _____

DATE _____

DAYS AND DATES OF REQUEST _____

LIST EACH ASSIGNMENT THAT WILL BE MISSED:

DAY	DATE	LOCATION/PROGRAM	TIME

REASON FOR ABSENCE _____

(For NWSRA use only)

RECEIVED BY SUPERVISOR (date and initial): _____

APPROVED BY SUPERVISOR (indicate approved or denied) _____

SUPERVISOR SIGNATURE/DATE _____

DATE RETURNED TO EMPLOYEE _____

NOTES _____

Excused Time-Off Requests

If requesting two (2) or fewer days off of a work assignment, approval must be requested at least one week prior to the absence.

If requesting more than two (2) consecutive days off of a work assignment, or more than two (2) days in the same week, approval must be requested at least **two weeks** prior to the absence.

Absence requests must be completed for commitments and prior engagements including vacations, school visits, doctor/dentist appointments, ACT tests, school/work functions, etc.

To request time off, complete the Absence Request form with complete information and forward to the Supervisor. These forms may be dropped off or mailed to the NWSRA office, or emailed. The forms are available on the NWSRA website under "jobs/employment."

Submitting absence request does not guarantee the time off will be approved. If the absence request is not approved, staff are expected to be at their assigned program. If staff do not attend assigned programs, it is considered an unexcused absence.

****Absence requests are considered approved only when they have been signed off by a Supervisor and are returned in writing to the employee.**

Consideration of future employment:

At the end of each session, staff who accumulated more than the maximum number of excused/unexcused absences may be notified by letter indicating the number of absences. A copy of this letter will be placed in the employee's file. Program assignments may be based upon prior inclusion program attendance.