

The process for leave before and after a holiday is listed below.

1. The Certificate of Absence has two areas for principals to sign: Supervisor's Signature and Supervisor's approval.
2. Please make sure each section is signed and the employee signs the area marked Employee Signature.
3. The Supervisor or (Principal) must sign before submitting to the designated Area Assistant Superintendent.
4. If the employee will be using a substitute, the substitute's name should be filled in the space provided.
5. Also, a letter from the employee stating the reason for this request must be attached to the Certificate of Absence.
6. The supervisor or principal approved Certificate of Absence should be submitted to the Area Superintendent 10 days prior to the requested date of absence

NOTE: The Area Assistant Superintendent is the designee assigned by the Superintendent of Schools. The Certificate of Absence Form **should not be submitted** to the Superintendent of Schools.