

**UNPAID LEAVE REQUEST FORM**

I, \_\_\_\_\_, wish to request leave without pay pursuant to  
*(Print Name)*  
Article 14.5 of the Agreement between the Board of Education of the Voorheesville Central School  
District and the United Employees of Voorheesville. I hereby request \_\_\_\_\_ day(s) of unpaid  
*(No.)*  
Leave on the following dates: \_\_\_\_\_  
*(Specific Dates)*

Please explain the reason(s) for the above-requested unpaid leave:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

***Office Use Only***

Approved \_\_\_\_\_

Denied \_\_\_\_\_

\_\_\_\_\_  
Superintendent (or Designee)

\_\_\_\_\_  
Date