

**BIGGS UNIFIED SCHOOL DISTRICT  
CLASSIFIED ONLY: Request for Leave**

**This form must be submitted to your supervisor to request prior approval for leave.**

**Time off must also be submitted in Frontline by the employee.**

\_\_\_\_\_  
NAME:

\_\_\_\_\_  
Employee ID #

I'm requesting to be absence on the following dates: \_\_\_\_\_

**Vacation** Agreement between Biggs Unified School District and California School Employees Association. Vacation during summer, Christmas recess, and spring break shall be open to bid for regular full-time twelve month employees.  
A written request to utilize annual leave, other than pursuant to the above, shall be processed on a first received basis. The district shall either grant or deny the request within five calendar days from receipt of the employee's request. No unit member may have credited to their account on June 30 more than the number of hours of annual leave which were earned during the fiscal year just completed. If any employee has not scheduled sufficient vacation, the District may, during the last six months of the fiscal year, direct to times at which the vacation will be taken. **No unit member shall take any vacation without prior written approval from the district.**

**Personal Necessity (No-tell)** Two days of personal necessity leave may be used for other matters deemed sufficiently important for being absent from duty without the employee having to state a reason. These days shall not be used for Association concerted activities of any type.

**Personal Necessity (No-tell)** One day of personal necessity leave may be approved by the Superintendent to accommodate other contingencies which would necessitate employee absence from work when such is unavoidable.

\_\_\_\_\_  
Superintendent's approval

\_\_\_\_\_  
Employee's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's approval

\_\_\_\_\_  
Date