

2261Enterprise Drive, Alamosa, Colorado, 81101 (719) 589-5851

NAME	
REQUESTING:	
ANNUAL LEAVE	PROFESSIONAL LEAVE
SICK LEAVE	SICK FAMILY LEAVE
PERSONAL LEAVE	FUNERAL LEAVE (Parent, Sister, Brother, Spouse, Child) (circle as needed)
DATE(S) REQUESTING	
HOURS REQUESTING	227
COMMENTS/REMARKS	
APPROVED BY:	W)
SUPERVISOR	DATE
EXECUTIVE DIRECTOR ** Please note that sick leave personal	DATE

** Please note that sick leave, personal leave ad professional leave will only be followed up with a response if there is an issue. Annual leave must be preapproved by the program director.

GBGG- When an employee is to be absent from the job for any reason, the employee shall notify the immediate supervisor and the BOCES office as soon as the employee is aware of the impending absence. In no case shall this notification be later than noon. Failure to report personal or sick days to the BOCES Office shall be considered an unauthorized leave of absence.