

GBGG-E Staff Special Leave Request Form

I, THE UNDERSIGNED EMPLOYEE of the Buena Vista School District R-31, am making a request to use accumulated leave days during established critical days, for more than three consecutive days, for staff victim leave, or for a Public Health Emergency. I understand that if not approved as a highly unique and rare situation, leave days will be deducted at two days for every one day of leave used.

Leave dates requested: _____

My expected return date is: _____

Check one:

- This is not a highly unique or rare situation and I understand I will be deducted leave at a rate of two days per every one day used.
- Please describe the highly unique or rare situation that has led to this request and check which of the following critical days apply:
 - First five or last five student contact days of the school year
 - During scheduled standardized testing
 - First or last days of a vacation (leave days cannot extend vacations)
 - Immediately before or following a holiday or school break
 - During scheduled parent-teacher conferences
 - ~~During a scheduled professional learning day~~
 - Transportation Count Day (Transportation ONLY)

- This request is for more than three consecutive days and is not during above critical days.
Please describe nature of extended leave: _____

- This request is for staff victim leave per Policy GBGL.
- The request is for a Public Health Emergency. Please check which applies:
 - I am subject to Federal, State, or Local quarantine or isolation orders

- I have been advised by a healthcare provider to self-quarantine
- I am experiencing symptoms **to include any respiratory symptoms, that could include COVID, flu, or RSV**
- I am caring for a child due to school or daycare closures

Employee signature

date

Employee printed name

OFFICE USE ONLY:

- This request for leave on critical days has been approved as a highly unique or rare situation. Leave will be deducted at a rate of one day for every one day used.
- This request for leave on critical days has not been approved as a highly unique or rare situation. Leave will be deducted at a rate of two days for every one day used.

This request for leave for more than three consecutive days has been:

- Approved
- Denied

This request for victim leave has been:

- Approved
- Denied

This request for a Public Health Emergency leave has been:

- Approved
- Denied

Panel signatures:

Principal/supervisor signature date

HR representative signature date

Superintendent signature date

Revised by the superintendent: August 10, 2020
Revised by the Superintendent: March 8, 2021
Revised by the Superintendent: December 7, 2022

Buena Vista School District R-31, Buena Vista, Colorado