



# Belding Area Schools

*The right size. The right choice.*

## SHORT TERM ABSENCE REQUEST & APPROVAL FORM

Fill out this form when you are requesting a leave of absence less than five days.

TO BE COMPLETED BY THE EMPLOYEE: Date: \_\_\_\_\_

Name: \_\_\_\_\_

Building: \_\_\_\_\_

Reason for Leave Request:

\_\_\_\_\_ Personal Illness  
\_\_\_\_\_ Family Illness  
\_\_\_\_\_ Personal Business  
\_\_\_\_\_ Other

Date of Absence: \_\_\_\_\_

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

LEAVE OF ABSENCE REQUEST APPROVED BY:

\_\_\_\_\_  
Signature of Employee's Supervisor

\_\_\_\_\_  
Date

### **Belding Area Schools**

850 Hall Street  
Belding, MI 48809  
616.794.4700  
[www.bas-k12.org](http://www.bas-k12.org)

### **Superintendent**

Brent R. Noskey

### **Board of Education**

Mike Baker  
Terry Boni  
Sarah Foss  
Shannon Hummel

Keven Krieger  
Doug Lamborne  
Jennifer Lien

*Home of the Black Knights*

