

**CARRIE P. MEEK/WESTVIEW K-8 CENTER
REQUEST TO ARRIVE LATE/LEAVE EARLY
2013-2014**

**This request must be submitted at least 48 hours in advance.
Please do not leave campus unless this approved request has been returned to you via email or hardcopy.*



GUIDELINES

As per Bargaining Contract, requests to arrive late or leave early are for the “**purpose of medical and/or dental examination.**” Please keep this in mind when submitting your request. If class coverage is necessary, it is the administrations’ responsibility to provide coverage.

This request form needs to be submitted to the principal **48 hours prior** to the date of your request.

- All request forms will be submitted to Ms. Robinson for Ms. Crews’ approval. If Ms. Robinson is out of the building all forms must be submitted to Ms. Black.
- All reasonable requests will automatically be approved. If approval is withheld, you will be notified.
- Permission will **not** be granted when meeting(s) have been previously scheduled.
- A **maximum of four** request shall be considered per calendar year.

To Be Completed by Employee

Employee’s Name: _____ Date Submitted: _____

I am requesting permission to arrive/leave school at _____AM/PM
on (Date) _____

Coverage Required: No Yes ---Provided by: _____

Reason(s): Doctor’s Appointment Illness of Self Funeral
 Dentist’s Appointment Illness of Family Other _____

To Be Completed by Principal or Assistant Principal (in Principal’s absence)

Granted Denied 1/2 day ____ / ____ Full day # of Requests Submitted _____
AM PM (Limited to four per year)

Reason for Disapproval: _____

Approving Administrator: _____

Note: If attending the doctor, please bring the original doctor’s notice upon your return. Also if leaving early, you must sign out in the Sign In/Out Log.

cc: Employee