



Submit form to: info@gaselpa.org

FUTURE ABSENCE DOCUMENTATION FORM

Name: _____

Position: _____

I am requesting the following absence:

☐ Personal Necessity Day (PN) (fill out PN section below)

☐ Vacation Day (fill out Vacation section below)

PERSONAL NECESSITY DAY (PN)

Number of PN days planned: _____

Please note: A maximum of seven (7) PN days per year are allowed annually.

☐ One PN day Date: _____

☐ Multiple PN days Start date: _____ End date: _____

Reason: _____

Date Submitted: _____

VACATION REQUEST

I am requesting approval to take a vacation while students are in session:

Number of Vacation days requested: _____

☐ One Vacation day Date: _____

☐ Multiple Vac days Start date: _____ End date: _____

☐ My current vacation hours available will cover requested vacation

☐ Unpaid vacation (zero vacation hours available)

Reason: _____

Date Submitted: _____

For Office Use Only:

Approved ☐

Denied ☐

Reviewed by: _____ Date: _____

Date Returned: _____