Leave of Absence Request Letter

Board of Trustees Cambrian School District 4115 Jacksol Drive

San Jose, CA 95124

Dear Members of the Board:

I, , request a leave of absence from my

(Print Name)

position at \_ , beginning

(Site)

(Date leave begins)

through . The reason I am requesting a leave of absence is:

(Estimated leave ends)

Please check all that apply to this request:

* Sick Leave Beyond 5 days (please provide doctor’s note)
* Extended Illness Leave (difference pay after sick leave exhausted)
* Workers’ Compensation Leave
* Temporarily Disability
* Pregnancy Disability (Maternity Leave) Estimated Due Date:
* Child Raising / Adoption Leave
* Family Care Leave
* Professional Improvement
* Other – please attach explanation

Sincerely,

(Signature)

\_ (Address)

\_

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(telephone)