



Kenora Catholic District School Board

We are a Roman Catholic school system dedicated to excellence in education, the Christian formation of youth, and strong partnerships with parents and the church.

Form: 004

Application for Leave of Absence

Teaching Staff

Non-Teaching Staff

LTO Non-Teaching Staff

Type of Leave Requested:

Medical
Personal
Federation

Bereavement
Lieu Time
Board Committee

Compassionate
Leave of Absence
Other: _____

Vacation
Coaching

NAME: _____

SCHOOL/OFFICE: _____

REASON FOR LEAVE: _____

DATE(S) OF LEAVE:

PERIOD/CLASSES/GRADES
TO BE COVERED

LEAVE REQUESTED: With Pay Without Pay

Date

Signature

SCHOOL PRINCIPAL/SUPERVISOR:

I have examined this request for leave and necessary arrangements can/cannot be made.

Comments: _____

Date:

Principal/Supervisor's Signature:

APPROVAL:

Request: Approved With Pay Approved Without Pay Not Approved

Comments: _____

Date

Authorized Signature

Returned to: _____ Employee _____ Principal _____ Date