



Mashpee Public Schools Request for Leave

Today's Date _____

Name _____

School _____

Leave Requested Date(s) _____

Type of Leave

- Personal
- Jury Duty
- Immediate Family Bereavement
- Vacation
- Other _____

Office Use Only

Approved

Denied

Principal/Administrator

Approved

Denied

Superintendent/Designee

Employee Signature

To be submitted to the Building Principal for approval before leave is taken.