



calanes Union High School District

1212 Pleasant Hill Road, Lafayette, Ca 94549

Human Resources

(925) 280-3900 x 6622 ♦ Fax (925) 935-0526

To: Human Resources Department

From: _____

Subject: Request for Leave of Absence

I request a leave of _____ FTE absence as a (check) teacher counselor psychologist in the Acalanes Union High School District for the _____ school year.

School assignment: (check)

- Acalanes High School
- Campolindo High School
- Del Valle Education Center
- Las Lomas High School
- Miramonte High School

Reason for request _____

Subject Area: _____

Signature of Employee

Date

This signed form is due in the Department of Human Resources by March 1 - 4:30 p.m.