

WARREN COUNTY SCHOOL DISTRICT
Support Staff
Request for Deductible Days

Submit prior to days requested to:

Office of Human Resources
Warren County School District
185 Hospital Dr.
N. Warren, PA 16365
Fax: 723-8403

WCESPA CONTRACT
ARTICLE XI, SECTION 5

An employee may be allowed to take up to fifteen (15) days unpaid leave per work year at the discretion of the Board. The Board shall treat all employees equally when acting on such requests. All other benefits of this Agreement shall continue during leaves under this Section.

Name Donna Shagla

School Eisenhower Middle High School

Position Cafeteria Manager

Date 6-9-10

I Donna Shagla would like to request from the Board of Directors the following day(s) off without pay (maximum of fifteen (15) days per school year). I understand these days will affect my salary and possibly my retirement benefits and further understand that available substitute coverage is needed before permission will be considered.

Dates (month/day/year):

6/18/2010

10-19-2010

10-20-2010

10-21-2010

10-22-2010

Dates of prior approved leaves this school year:

Reason for requesting the day(s) off (this must be completed before days will be approved):

will be going out of town

Substitute coverage has been scheduled.

Donna Shagla
Employee Signature

6/9/10
Date

[Signature]
Principal Signature

6/9/10
Date