



1111 Superior Avenue E, Suite 1800, Cleveland, OH 44114

APPLICATION FOR SPECIAL PRIVILEGE LEAVE

A total of three (3) days per school year is the maximum that may be allowed for special privilege leave.

All applications are to be submitted in **advance** of the requested leave date(s).

In case of emergency, applications are to be submitted **within five days** after the date(s) of absence.

Employee's Name

Date of Application

Employee ID#

Position

School/Department

Garrett Morgan School of Engineering

Total Days/Hours of Absence

First Day

Last Day

Please check reason:

- 1. Religious holy days not included in the school calendar
- 2. Compulsory court appearance (substantiated)
- 3. Marriage in the immediate family (circle relationship): self, son, daughter, brother, sister, mother, father, member of immediate family
- 4. College graduation (circle relationship): self, son, daughter, brother, sister, mother, father, member of immediate family
- 5. School related conference for employee's child
- 6. Paternity
- 7. Taking an employee's child to or picking an employee's child up from college
- 8. Clearly specified Family Emergency (Explain in detail on the back of form).
- 9. Unspecified

Signature of Employee

Signature of Principal/Supervisor