

GRAND PRAIRIE ISD

Request for Extended Leave Without Pay

Submit to: Human Resources

Employee Use Only (please print) Professional Paraprofessional Auxiliary

Employee Name _____ Social Security # _____

Current Assignment _____ Date of Hire _____

Campus/Department _____ Supervisor's Name _____

Home address (please print) _____ Apt. # _____

City _____ State _____ Zip _____ Telephone Number (____) _____

- Request for Extended Leave Without Pay must be made in writing to the Assistant Superintendent for Human Resources at least 30 days prior to the effective date of the requested leave
- Extended Leave Without Pay shall not be granted for less than one semester nor more than two semesters

Reason for requesting Extended Leave without Pay:

- *illness in the immediate family (requires medical certification) advanced or developmental study
 *parenting of young children exchange teaching
 educational travel

**May qualify for family and medical leave (FMLA) benefits.
 Contact the Human Resources Office for further information.*

- Inform Grand Prairie ISD of any changes in address until last Internal Revenue W-2 form (Wage and Tax Statement) has been received
- The GPISD email account will be deleted effective the last day of employment.
- Refer all questions regarding continuation of benefits to the Payroll Office.

I have completed the Inventory Checklist form with my supervisor: Yes No (if no, final paycheck cannot be processed)

Employee Signature _____ Today's date _____

Supervisor Use Only

- Replacement required Post vacancy announcement: Immediately Delay until _____
 Replacement not required at this time Post vacancy announcement: Immediately Delay until _____
 Replacement *not* required please explain _____

Employee has completed the Inventory Checklist form: Yes No (if no, final paycheck cannot be processed)

Supervisor Signature _____ Date _____

Human Resources Only

- Request approved
 Request not approved

Assistant Superintendent Signature _____ Date _____

Reference: Board Policy DCD (LEGAL)
 Board Policy DCD (LOCAL)
 Administrative Procedure DCD-R

Revised 05/01/05