

MORRISON COMMUNITY UNIT DISTRICT #6

Leave Request for Morrison Education Association Business

* 8.3 The Association will be allowed to use a total of four (4) days in any school year for such purposes, provided the Association reimburses the District for the cost of a substitute. No teacher will be allowed more than two Association days per year.

Complete form – a copy will be returned to you upon approval/disapproval. Must be in the Superintendent's office five (5) working days prior to the workshop/meeting.

Date: _____

_____ Date(s) of Workshop/Meeting

_____ Name of Participant

Location of Meeting _____

Employee's Signature _____

.....do not write below this line.....

_____ Principal's Signature

_____ Superintendent's Signature

Reason for disapproval:

Name of Substitute Teacher: _____

Date District is reimbursed for substitute teacher: _____ Amount: _____

* Per Master Contract