

PALM SPRINGS MIDDLE SCHOOL REQUEST FOR TEMPORARY DUTY, PERSONAL OR VACATION

THIS FORM MUST BE COMPLETED AND APPROVED FIVE DAYS PRIOR TO THE
REQUESTED TEMPORARY DUTY, PERSONAL, OR VACATION LEAVE

NOTE: SUBMISSION OF THIS FORM DOES NOT GUARANTEE APPROVAL.
PLEASE CONFIRM APPROVAL STATUS WITH JULIET ALBUERNES.
A SUBSTITUTE WILL NOT BE RETAINED WITHOUT PROPER APPROVAL.

Please fill in the following information:

Name: _____ **Employee #** _____

Request Type: Temporary Duty Personal Vacation Jury Duty Other

Type of Day: Full Day ½ Day AM
 PM

Date(s): _____
(a separate form must be completed for each pay period)

Substitute Needed: Yes No

For temporary duty, complete the box below:

Type of TD: Outside Wkshp/Mtg. In-house Wkshp/Mtg. Field Trip

The following meeting, conference, workshop or field trip will be attended:

Program# _____ Location# _____

Sponsored by: _____

Attach any information substantiating your request for temporary duty (memo, invitation, registration, travel, field trip, etc.)

Employee Signature: _____ Date: _____

Submit this form to the substitute locator, Ms. Juliet Albuernes, in room 10.

Principal's Signature: _____ Date: _____

*Principal's Signature denotes approval of request.