

**APPLICATION FOR UNPAID/DOCK LEAVE DAYS FOR  
GENESEO CUSD #228 PROFESSIONAL STAFF**

I, \_\_\_\_\_, request to be granted leave without pay on  
(Employee's Name)

the following date(s):

From \_\_\_\_\_ To \_\_\_\_\_

This unpaid leave is requested for the purpose of:

Please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Date)

This request shall be submitted to the building principal and then to the Superintendent's Office. Superintendent shall forward signed application to Aly Kinney, Payroll.

\_\_\_\_\_  
(Building Principal's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Superintendent's Signature)

\_\_\_\_\_  
(Date)

*Upon completion, forward to Payroll.*