CAJON VALLEY UNION SCHOOL DISTRICT

Catastrophic/Calamitous Event Leave Bank Request Form

For Leave Bank Committee Use Only
Date of Committee Meeting
Request Approved: Request Denied:
Number of Days Allocated
Date Employee Notified

Note: This form is for use by Cajon Valley Education Association (CVEA) bargaining unit members only.

Legal Name Employee ID #	
School / Department Job Title	
I am requesting day(s) from the Catastrophic/Calamitous Event Leave Bank.	
Please provide a detailed description of the reason for your request on the line (attach any additional pages as necessary). This information will be maintained confidentiality by the Calamitous/Catastrophic Event Leave Bank Committee. All required leave bank donations will be answered in writing within ten (10) workdays of the Communication. Completed forms are to be submitted to the Personnel Services Departments. Michelle Hayes, Assistant Superintendent of Personnel Services.	in strict ests for mittee's
Note: Please submit verification from your physician, if appropriate.	
Employee Signature Date	
If you have any questions concerning benefits or eligibility, please contact your CVEA represei	ntative.