

# Family Leave Request Guidelines

1. Every student will have the option of taking up to five (5) Family Leave days during the school year.
2. Family Leave days are defined as any absence not considered “excused” for sickness, death of an immediate family member, court appearances, etc.
3. Any school-sponsored activity causing the student to miss classes, such as school sponsored mission trips, music tours, sports tournaments, field trips, etc., are not counted as Family Leave days. The student is actually counted as present.
4. Families should pace the “cashing in” of Family Leave days so as to minimize the negative academic impact on the student. Class work may be made up, but the pressure of catching up can be too heavy, and may cause a drop in the student’s grades.
5. No more than two (2) Family Leave days may be attached to a long break: Thanksgiving, Christmas, and Spring Breaks.
6. The 500-mile allowance of an extra travel day no longer applies.
7. The request for Family Leave day must be submitted to Administration a minimum of one week in advance.
8. No Family Leave days will be granted during semester exams or weeks of prayer.
9. College visits, other than the school-sponsored Walla Walla University U-days, count as Family Leave days.
10. Just because you have them to use, Family Leave days are to be dealt with wisely; not every student can afford to miss classes.
11. When a Sunday is listed as a school day, missing school on that day will be counted as a Family Leave day.
12. Advance planning and taking a student’s education seriously are essential elements in using Family Leave days.
13. Once the five days are used, there will be no allowances for more Family Leave days.

# Auburn Adventist Academy

## Family Leave Request

Student's Name \_\_\_\_\_

Grade \_\_\_\_\_

I would like the following days to be excused:

Beginning Date \_\_\_/\_\_\_/\_\_\_

Ending Date \_\_\_/\_\_\_/\_\_\_

For Office Use \_\_\_\_\_  
 #Of Family Leaves To-Date (5 Max)

Reason:

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

Please have the section below filled out by ALL the teachers whose classes you will be missing (Signature from teacher does not mean absence is excused)

Class/Period	Possible Consequence	EXC. ABS.	UNEX. ABS.	Teachers Signature
___/___	_____	_____	_____	_____
___/___	_____	_____	_____	_____
___/___	_____	_____	_____	_____
___/___	_____	_____	_____	_____
___/___	_____	_____	_____	_____
___/___	_____	_____	_____	_____
___/___	_____	_____	_____	_____
___/___	_____	_____	_____	_____
___/___	_____	_____	_____	_____
___/___	_____	_____	_____	_____

Work Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Attendance Office: \_\_\_\_\_

Date: \_\_\_\_\_

**I have read the rules on the back of this sheet and completely understand them.**

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Notes:

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

Received: \_\_\_\_\_  Approved  Denied  Table

Administrator Signature: \_\_\_\_\_

Date: \_\_\_\_\_