

**CABOT PUBLIC SCHOOL DISTRICT**  
**BOARD of EDUCATION APPROVED LEAVE OF ABSENCE**

A board approved leave of absence may be granted to an employee for a length of time not to exceed two (2) semesters. Board approved leaves of absence are leaves without pay and benefits, but with the privilege of returning to the same or as nearly comparable assignment as possible, and may be granted upon approval by the Board of Education. The Board will not consider granting a leave that exceeds two (2) semesters. Employees who pursue or accept other employment while on a board approved leave of absence from the Cabot School District, forfeit their assurance of a position with the district.

This application should be completed and signed by your building administrator or supervisor and then submitted to the district's Director of Personnel.

***Please refer to the Board Approved Leaves of Absence Policy located on the district's web site to view the policy in its entirety.***

Name of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_ Location: \_\_\_\_\_

Length of Requested Leave: \_\_\_\_\_

Provide a brief explanation for making the request: \_\_\_\_\_

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

*(Please attach any additional information or documentation that may help support this request)*

_____ Employee Signature	_____ Date
_____ Administrator/Supervisor Signature	_____ Date
_____ Superintendent Signature	_____ Date