



COOK COUNTY SCHOOL DISTRICT 130

Human Resources Department

12300 S. Greenwood Avenue
Blue Island, IL 60406

Telephone: (708) 385-6800
Facsimile: (708) 385-8467

MILITARY LEAVE OF ABSENCE REQUEST FORM

Section A – Completed by Employee

Employee Name: _____ Today's Date: _____

Leave Request Dates:

_____ (first day of leave) to _____ (return to work date)

Type of Leave Requested:

- Annual Training
- Active Duty
- Basic Training
- Special or Advanced Training
- Other _____

Name of Military Organization Issuing the Orders: _____

Employee Signature

Date

ATTACH A COPY OF YOUR MILITARY ORDERS TO THIS FORM

Cook County School District 130 allows a period of 60 workdays for a paid military leave of absence per fiscal year (July 1 through June 30). Any military leave in excess of 60 workdays in a fiscal year must be taken as leave without pay or by using accrued personal, sick, and/or vacation time.

Section B – Completed by Employer

Approved Denied If denied, reason _____

Paid Leave Granted Unpaid Leave Granted

Approved by: _____
(Print Name)

Signature of Approver: _____ Date: _____