

420 Washington Ave.
Cuyahoga Falls, OH 44221
330.945.5600
SummitESC.org



UNPAID LEAVE REQUEST FORM

USE OF UNPAID LEAVE: *This form must be completed and submitted to the ESC superintendent for approval, in advance of the requested dates of unpaid leave. Unpaid Leave may not be used in lieu of sick leave or vacation leave, or to extend a legal holiday, vacation or sick leave.*

Name _____ Date _____

Date(s) of requested leave _____

Reason for request _____

Employee signature

Immediate Supervisor signature

For Administrative Use Only

Approved _____ Denied _____

Reason _____

Summit ESC Superintendent Signature _____

Date _____