**TWS LEAVE REQUEST FORM**

1. Faculty member’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Today’s date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Your job title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Type of leave requested:

* Personal
* Medical
* Professional Development Leave

1. Date(s) of leave requested (work days only):

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

1. List dates, times and classes requiring coverage (please attach as a separate document)

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

1. Principal / Coordinator Signature and Date

Henry Shang (for **Elementary School** teachers): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lee Han (for **Secondary School** teachers): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
*\* If you have classes across divisions, please obtain signatures from both principals/coordinators that apply. For example, if you are a* ***secondary school teacher****, then* ***Mr Lee*** *need to sign.*

1. Curriculum Director Signature and Date (**Professional Development Leaves Only**)

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**请假政策**

* 请假需要提前进行书面申请。在校外突发情况需要请假的，返回学校后三天内补填请假单。
* 请假单由学段负责人签字后，交Jessie/Chris老师处(5-20办公室)汇总，用于每月统计工作时间。  
  如果请假的目的是外出参加培训，那么需要加上课程总监签字。**培训假不算入年度请假限额**。
* 注意事项：不得将事假、病假与法定节假日或学校假期合并使用，以获得更长的假期时间。额定带薪休假天数以外的请假，将扣除相应的工资。

**Leave Policy**

* When requesting a personal/medical/PD leave, fill out the leave request in advance. In case of a personal or medical emergency, submit the request form within three days after returning to work.
* Procedure: fill out the Leave Request Form > Obtain coordinator’s signature > Submit to the Admin Office (R4-29).   
  If it is a Professional Development leave, then the Curriculum Director needs to sign this form as well. **PD leaves will NOT be counted towards annual leave allowance.**
* Combining personal/medical leaves with national or school holidays for the purpose of obtaining longer breaks is not allowed. If the personal/medical leaves exceed the annual upper limit, salary will be deducted accordingly.