Dear District 70 Employee,

Our records indicate that you were out on Annual Leave on a day that has been designated as a Restricted Use day. Please use the form below to request restoration of the .5 annual leave day if the reason for the absence is in line with Article 7-1-4. In addition to Article 7-1-4, your wedding or a wedding of your child, your graduation or the graduation of your child or an unforeseen personal emergency, will also be a reason for restoration of the .5 deduction for that day.

Request for Restoration of .5 Deduct Day

Employee Name (printed) ________________________________

School or Location ______________________________________

Date (s) absent
(Only a restricted use date is required) ______________________

Documentation attached _________________________________

Employee Signature _____________________________________

Administrator/Supervisor Signature _________________________

Date Submitted _________________________________________

Date Received __________________________________________

Director of Personnel (or designee) _________________________

Approved______________________  Denied____________________