

WESTPORT COMMUNITY SCHOOLS
WESTPORT, MASSACHUSETTS

AFSCME Unit A Family Leave Request

Article XII, d reads "Upon written request at least 48 hours in advance, a nurse may, at the discretion of the Superintendent, utilize one day per year for family leave (using immediate family definition (Article VIII) for:

_____graduations
_____births
_____visits to children's school for conferences,

said day to be deducted from sick leave. The Superintendent must have reasonable grounds for denial of a request. In case of unforeseen circumstances, the 48 hour written request may be waived."

Employees wishing to access **Family Leave** must complete the following request form and forward it to their immediate supervisor.

Nurse's Name: _____ Date of Request: _____

I am requesting Family Leave for the following day: _____

Name of family member: _____ Relationship: _____

Approved _____ Date _____
Principal/Supervisor

Comments: _____

Approved _____ Date _____
Superintendent

Comments: _____
