



Department of:
Human Resources
Manteca Unified School District

DATE: _____

TO: SUPERVISOR

FROM: _____

SCHOOL SITE: _____ POSITION: _____

SUBJECT: **Religious Observance Leave**

Only employees requesting a trade day need to complete this request form.

Board Policy 4151.9 provides employees with an opportunity to take time off work in order to attend a special religious service or for a special religious observance. The day(s) of work missed may be charged to an appropriate leave provision or may be traded by making up the day(s) lost on the job on another date.

Important - An employee may only trade a maximum of two (2) days per school year and must request the leave through their supervisor at least thirty (30) work days prior to the requested leave day.

I am requesting the following day(s) _____ as religious observance leave. I will make up the day(s) on the following dates and times:

I have reported my absence to the SmartFindExpress system and my Job Number is _____.

APPROVED / DECLINED

Supervisor Signature

Date

Employee Signature

ID Number

Date

Personnel Services Use

By: _____ Date: _____