FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT			
CHANGE OF STATUS			
Employee: E	mployee f #:	Date:	
Principal/Supervisor:	School/Dept.:		
Employee Status:	☐ Non-Represented	☐ Other	
LEAVE REQUEST Administrative Leave – Payroll Code: 361 Military Leave (attach orders)			
Acct. No.:	Childcare Leave	i olders)	
Personal/Professional (Do not send to Labor Relations	_	ithout Day/Loove of Absonce	
`	30 Days or more	ithout Pay/Leave of Absence	
☐ Personal Leave in Excess of 6 Days ☐ Short Term Leave Without Pay (LWOP) Less than 30 Days			
EXCEPTIONAL APPROVAL REQUEST			
** Requires Approval by to Personal Leave: Requested on a Professional Development Day Requested on a Parent Teacher Conference Date Requested on an Inservice Day Does Not Apply	ne Superintendent or Desig	nee.**	
LEAVE INFORMATION:			
Date(s): Times (beg	inning/end):	Total Hours:	
Substitute Required: No Yes, for the following date(s)/times: CURRENT LEAVE BALANCES (Required for LWOP Requests Only): (Leave Balances can be found online at Employee Self Service. Link: https://employee.k12northstar.org/mss/)			
Personal/Annual Leave Hours Available:	Sick Leave Hours		
JUSTIFICATION Reason(s) for leave:			
Submit this completed form and related documentation to <u>labor.relations@k12northstar.org</u> . Employees are still required to input all leave into TCP and/or AESOP.			
Limployees are sun required to	iipat aii icave iiito TOP di	IG/OF ALOUP.	
Signature of Employee Date			
Signature of Principal/Supervisor Date	Re	commend: □ Yes □ No	
	Ar	pprove: □Yes □No	
Signature – Superintendent or Designee			