

**RIPON AREA SCHOOL  
DISTRICT**

**Administrative Leave Detail Form**

*(Complete this form and upload it with your request for Administrative Leave.)*

**TO BE COMPLETED BY THE EMPLOYEE**

Name: \_\_\_\_\_ Building: \_\_\_\_\_ Assignment: \_\_\_\_\_

Date(s) of request: \_\_\_\_\_

Absent for:  half day a.m.  half day p.m.  full day

Requesting Administrative Leave for the following reason:

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*Administrative Leave is only appropriate if personal leave has been exhausted. The staff handbooks defines Administrative Leave for a “once-in-a-lifetime event” over which the employee has no control of the date.*

**Please indicate below personal leave that is being used in conjunction with this request:**

I have (check one):  one-half day of personal leave available that I am using  
 one full day of personal leave available that I am using  
 no personal leave remaining for this school year

**Administrative leaves for Professional Staff** will be processed through the building administrator/supervisor and the superintendent.

**Administrative leaves for Support Staff** will be processed through the building administrator/supervisor and the business manager.