



Human Resource Division
400 North Church Street
Monroe, NC 28112
Phone: 704-296-9898
Fax 704- 289-9154

ANNUAL VACATION LEAVE FOR CATASTROPHIC ILLNESS
APPLICATION

Note: Instructional personnel who require substitutes and bus drivers may take annual vacation leave at a time when students are scheduled to be in attendance if the leave is due to a catastrophic illness of the employee and if all the employee's available sick leave has been exhausted. This leave is available only for the employee's personal illness.

Teacher's Name: _____

Address: _____
Street City State Zip

Phone: _____ School: _____

Position: _____ Grade Level/Subject: _____

Medical condition requiring the need for annual vacation leave:

Estimated amount of time needed: _____

Signature of Teacher _____ Date _____

Note: Statement from medical doctor must be mailed directly to:

Dr. David Clarke
Assistant Superintendent for Human Resources
Union County Public Schools
400 North Church Street
Monroe, NC 28112

FOR OFFICE USE ONLY

Approved [] Denied [] Forwarded to Payroll Department: _____
Date _____

Assistant Superintendent for Human Resources _____ Date _____