

REQUEST FOR CIVIC LEAVE
Human Resources
Lincoln Public Schools • Lincoln, Nebraska

CIVIC LEAVE - An employee appointed to a city, county or state committee, board or commission, or who is serving as an officer or on a board, excluding advisory or adjunct, in a community organization, may request civic leave with pay on forms provided by Human Resources. Such leave will normally be allowed on the approval of the Board, providing the time involved does not exceed a total of two work days per month.

NAME _____ SCHOOL _____

EMPLOYEE ID # _____ DATE _____

DESCRIPTION OF REQUEST: _____

LEAVE REQUESTED WITH PAY OR WITHOUT PAY

NAME OF COMMITTEE, BOARD OR COMMISSION _____

OFFICER: YES NO IF YES, WHAT OFFICE _____

LENGTH OF TERM: _____

ANTICIPATED TIME AWAY FROM WORK PER YEAR _____

ARE YOU PAID FOR THIS RESPONSIBILITY? YES NO
(If YES, approximate amount of compensation per meeting) _____

COMMENTS: _____

PLEASE ATTACH COPY OF LETTER OF APPOINTMENT

FOR HUMAN RESOURCES USE ONLY:

APPROVED, SEND TO BOARD _____

DENIED REASONS _____

BOARD DATE: _____ APPROVED BY BOARD: _____

HUMAN RESOURCES ADMINISTRATOR DATE