

**BOXFORD**

**COMPELLING CAUSE, BEREAVEMENT OR JURY LEAVE**

***FOR NON-TEACHING PERSONNEL ONLY***

Name: \_\_\_\_\_

School: \_\_\_\_\_

I need to be absent from my assignment on \_\_\_\_\_  
for the following reason:

\_\_\_\_\_ Quarantine

\_\_\_\_\_ Summons to court as a witness  
(Please attach copy of summons)

\_\_\_\_\_ Serious illness of a relative or member  
of household

\_\_\_\_\_ Attendance at a family wedding  
(Own, Brother, Sister, Son, Daughter)

\_\_\_\_\_ Bereavement of \_\_\_\_\_  
(Relationship)

\_\_\_\_\_ Jury duty (Please attach copy of summons)

• Further explanation: \_\_\_\_\_  
\_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**Office Use**

\_\_\_\_\_ Approved with pay

S SF CC BR P

\_\_\_\_\_ Approved without pay

\_\_\_\_\_ Not approved

Superintendent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

