

TOPSFIELD
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

_____ 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: _____

Office Use

_____ Approved with pay

_____ Approved without pay

_____ Not approved

Superintendent Signature: _____

Date: _____