



# Reading Public Schools

*Instilling a joy of learning and inspiring the innovative leaders of tomorrow*

## Teacher Religious Leave Day Request Form

*Written requests using a predetermined form for up to two (2) days of paid leave shall be granted for the purpose of religious holidays. A religious holiday shall be defined as any day wherein absence from work is mandated in order to properly comply with the tenets of one's religion. Written requests shall be made **one week prior** to the holiday to the Director of Human Resources.*

Name: \_\_\_\_\_  
School(s): \_\_\_\_\_  
Position: \_\_\_\_\_  
Today's Date: \_\_\_\_\_  
Day/Date Requested: \_\_\_\_\_  
Religious Holiday: \_\_\_\_\_

-----Human Resources Complete Section Below-----

Date Received by Human Resources \_\_\_\_\_

Approved       Denied \_\_\_\_\_

HR Administrator's Signature \_\_\_\_\_