

LEAVE OF ABSENCE

We allow one continuous leave of absence per academic year (October – June) during non-academic weeks. A leave of absence or extended vacation leave must be reported in writing to the office staff *at least two weeks* before your planned absence to qualify for a tuition reduction.

Academic winter break is not automatically prorated. The Childcare Center is open and available for your childcare needs during Winter Break with the exception of State Holiday closures. The Center is **open December 20-23**, closed for State Holiday Dec. 24, and **Open December 27-29**.

In the event that you will NOT need childcare for any portion of this three-week period, YOU WILL NEED TO SIGN THIS FORM, thereby notifying us in writing that you will be using your family's annual, academic year, leave of absence.

This form can be used to request a Leave of Absence at other times during the Academic Year. **Only one continuous leave of absence will be granted with a tuition reduction. This will be limited to a three week period.**

ANNUAL LEAVE OF ABSENCE REQUEST

I, _____, hereby request my one annual leave of absence for the period between _____ to _____. I will not be needing childcare for any of my children and request at this time period be prorated according to agreed contract rates.

Signature of Parent or Guardian

Date of Request

A Number: _____

Approval of Childcare Director

Date of Approval

INTERNAL USE ONLY

Monthly agreed contract amount: \$ _____

Weekly prorated amount: \$ _____

Month to Prorate: _____ (____ weeks x weekly prorate \$ _____ = \$ _____ monthly prorated billing for this month)

Month to Prorate: _____ (____ weeks x weekly prorate \$ _____ = \$ _____ monthly prorated billing for this month)