

**WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX  
BOARD OF COOPERATIVE EDUCATIONAL SERVICES**

**ADMINISTRATIVE REGULATION**

**REQUEST FOR APPROVAL OF ABSENCE**

A request for Approval of Absence form (copy attached) must be completed by all staff members for planned absences other than conferences, meetings, workshops, school business or field trips.

In addition to obtaining the proper approvals, the form is used to ensure that the proper leave category is charged.

Forms must be submitted for approval to the immediate BOCES administrator PRIOR to the absence, as soon as the dates are known and in accordance with the Negotiated Agreement.

On occasion, an absence is necessary without advance notice being possible. Upon return to his/her duties, the staff member should complete the form as soon as possible, as allowed in the Negotiated Agreement.