



MUSKOGEE PUBLIC SCHOOLS - MILITARY LEAVE REQUEST

Beginning with the 2019-2020 School Year, MPS Will be offering leave to certified staff for the following specific events: Military Graduation, Deployment, and Return from Deployment. The specific language relating to this leave can be found on Page **45** of the MEA Negotiated Agreement 2019-2020. This document with any supporting documentation (i.e. orders, invitation, etc.) should be emailed to [MilitaryLeaveRequest@roughers.net](mailto:MilitaryLeaveRequest@roughers.net) with as much notice as possible.

NAME: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_

SITE: \_\_\_\_\_

QUALIFYING MILITARY EVENT: \_\_\_\_\_

NAME OF SERVICE MEMBER \_\_\_\_\_

EMPLOYEES RELATIONSHIP TO SERVICE MEMBER \_\_\_\_\_

LOCATION OF EVENT \_\_\_\_\_

SCHOOL DATES REQUESTING LEAVE: \_\_\_\_\_

TOTAL NUMBER OF DAYS REQUESTED THIS TRIP \_\_\_\_\_

1ST, 2ND or 3RD REQUEST THIS SCHOOL YEAR \_\_\_\_\_

NOTIFIED SITE PRINCIPAL AND / OR SUPERVISOR of REQUEST \_\_\_\_\_

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OFFICE USE ONLY

APPROVED \_\_\_\_\_  
DATE BY

FORWARDED \_\_\_\_\_  
DATE BY

NOT APPROVED \_\_\_\_\_  
DATE BY

FORWARDED \_\_\_\_\_  
DATE BY

Explanation if not approved: \_\_\_\_\_

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