

**DIRECTIONS FOR COMPLETING  
APPLICATION FOR LEAVE DUE TO ILLNESS OF A FAMILY MEMBER**

**Leave of Absence**

A Leave of Absence Form is required for application for a leave due to the illness of a family member. The leave must state the beginning and ending date of the leave, and the number of accumulated sick and personal days to be used. If this information is not provided, no sick or personal leave days will be allocated and absences will be unpaid. Sick Bank days are not available for absences due to the illness of a family illness.

You must notify Human Resources immediately if you need to change the dates of your leave for any reason. Failure to file a corrected leave may result in inaccurate computation of your salary and of your replacement's contract. If you have questions regarding completion of these forms, please contact Norma Scott, 321-2616.

**RETURN ALL FORMS TO:**

**HUMAN RESOURCES  
SHELBY COUNTY SCHOOLS  
160 S. HOLLYWOOD ST.  
MEMPHIS, TN 38112**