



Non-FMLA Employee Documents Checklist

All completed leave requests must be accompanied by appropriate documentation as required in the Board policies of Shelby County Schools and submitted to the Office of Employee Benefits, room 108-thirty (30) days in advance or as soon as possible and practicable. The following documents should be submitted to the Office of Employee Benefits for leave approval:

- Leave of Absence Request form (signed by manager/administrator) and one of the items below, which is determined by the type of leave requested:
- Professional Organizations/Associations – a letter of appointment including timeframe.
- Miscellaneous - a detailed statement indicating the reason for the leave request.
- Educational – a copy of the registration including enrollment and program duration/ timeframe.
- Military – a copy of the military orders providing dates of active duty, training, rest & recuperation, etc.
- Legislative – a written statement indicating the elective or appointive office being held and the timeframe.
- Religious – a written request which must specify the date(s) and as applicable, time(s), and nature of the religious observance.