



# Jefferson Christian Academy

Address: 3060 FM 728, Jefferson, TX 75657 | Phone: (903) 665-3973 | FAX: (903) 665-5987  
Email: [jeffersonchristianacademy.tx@gmail.com](mailto:jeffersonchristianacademy.tx@gmail.com) | Website: [www.jeffersonchristianacademy.org](http://www.jeffersonchristianacademy.org)

## Request Form – Staff Leave

Name of Staff: \_\_\_\_\_

Date of Request: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date of Leave: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date of Return: \_\_\_\_/\_\_\_\_/\_\_\_\_

Reason for Leave: \_\_\_\_\_

---

---

---

Provisions made for substitute or relief: \_\_\_\_\_

---

---

---

Remarks by administrator: \_\_\_\_\_

---

---

---

Staff Signature: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date of Return: \_\_\_\_/\_\_\_\_/\_\_\_\_