

Henderson, Know, Mercer and Warren Counties ROE #33

Poor Road Conditions Due to Inclement Weather: Make-Up Request Form

In the event that the school district in which you live cancels school and you feel unsafe to drive to work. ROE #33 has created a process in which you can make up your missed work. All employees must communicate with their immediate supervisor for approval to make up a work day due to inclement weather. This form must be turned in upon return to work. Make-up time is only used for this specific situation, It is not available for any other reason.

Absence Information

Employee Name: _____

Date: _____

Type of Absence Requested: **Make-Up Time**

Leave Days Requested:

Full Day

Half Day

Date or Date Range: _____

Agreed dates to make-up: _____

Employee Signature: _____

Supervisor Signature: _____

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Regional Supt./Asst. Regional Supt. Signature: _____