

**Madrone Trail  
Public Charter School**

Code: **GCBDA/GDBDA-AR(2)**  
Adopted: **December 2017**

**Madrone Trail Public Charter School  
Family Leave Fund Application**

Funds available:

An employee may apply for up to 25% of funds available. Amount applied for may not exceed the length of leave. Employees may apply for up to a total of 6 weeks of leave. An employee may apply for funds once during leave period.

*Return Application to the School Director*

Employees Name:

Date:

Reason for Leave:

Dates of Leave:

Amount of funds requested:

Amount of funds granted:

Explanation/Comments:

Approved by:

Date Approved: