



**Parks
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Life
Better!**



The City of Hercules East Bay Silver Dolphins Leave of Absence Request

The Hercules East Bay Silver Dolphins offers a one (1) month leave of absence to all year round swim team families; this policy will apply for each swim season from the months of October to September of each year. Requests need to be submitted two (2) weeks prior to the requested month of leave either by email to aikeda@ci.hercules.ca.us or by the use of this form submitted to the City of Hercules Parks & Recreation Department. Upon receipt, the City of Hercules Parks & Recreation Department and coaching staff will review your request and communicate with you if your request has been approved or denied through the email you provide below. Upon approval, a fee of \$25 will be applied to each swimmers within the family for the approved month of leave; no discounts will be applied to this fee.

The City of Hercules Parks & Recreation Department and Hercules East Bay Silver Dolphins will not grant additional months of leave from the team. Families who are requesting additional months of leave will forfeit their last month's dues and apply it to their last month participating on the team. All requests, and any changes to your account needs to be communicated to the City of Hercules Parks & Recreation Department. We have the right to deny your leave of absence request at any time and for any reason.

Parent/Guardian Contact Information

Contact Name:		Home Address:	
Email Address:			

Swimmer's First & Last Name	Month of Leave	Approved/Denied	Leave Fee

I have read and understand the above City of Hercules Parks & Recreation and Hercules East Bay Silver Dolphins Leave of Absence policy.

Parent/Guardian's Signature: _____ Date: _____

PLEASE RETURN FORM TO THE CITY OF HERCULES PARKS & RECREATION DEPARTMENT AT 2001 REFUGIO VALLEY ROAD, HERCULES CA 94547 OR BY EMAIL TO aikeda@ci.hercules.ca.us

For office use only

Date Received:	Received by:	Approved / Denied
Payment Amount Due:	Payment Received & Processed on:	Made by:

Office Hours: Monday-Thursday 10am-6pm Parks & Recreation Main Office Phone Number: 799-8291