

MENA PUBLIC SCHOOLS  
EMPLOYEE LEAVE RECORD

EMPLOYEE NAME \_\_\_\_\_

ID # \_\_\_\_\_

If you are out of the leave requested, you will be advanced to the next level of leave  
Extended Personal Days must be requested in advance

DATE	SICK	PERSONAL	EXTENDED PERSONAL	SCHOOL BUSINESS	VACATION	OTHER	SICK BANK (members only)
TOTAL							

EMPLOYEE SIGNATURE \_\_\_\_\_

PRINCIPAL SIGNATURE \_\_\_\_\_

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