

Cherokee County School District

Request for Personal Leave

Cherokee County School District Board Policy GCC/GDC states no more than two consecutive personal leave days may be used by an employee without written request and approval by the principal or immediate supervisor. A request for personal leave must be submitted to the employee's principal or immediate supervisor on the form provided in each school and at the district office. Personal leave requests should be presented at least two working days in advance except in the case of an emergency. Personal leave will be granted during the first five days and last five days of student attendance of the school year or the day before or immediately after a holiday for extenuating circumstances only when approved by the employee's principal or immediate supervisor.

Personal Leave Requested by: _____

Position: _____

Date(s) of Personal Leave: _____

Substitute Required: Yes: _____ No: _____

If Yes, Name of Substitute: _____

(Do Not Write Below This Line-For Office use Only)

_____ This request for Personal Leave has been approved.

_____ This request for Personal Leave has been denied due to the following:

Principal/Director Signature

Date