

Personal Leave

Employees can request up to four days per year of absence (if they have them available) due to personal reasons. Requests must be made in writing and submitted to the Superintendent of Schools three (3) days prior to the absence.

I, _____, request to be absent for personal reasons on the _____ day of _____, 20_____.

I have informed my supervisor of my request.

Date

(Supervisor)

Date

(Superintendent)