

Date Rec'd School Office \_\_\_\_\_

Date Rec'd Central Office \_\_\_\_\_

Rec'd by \_\_\_\_\_

Rec'd by \_\_\_\_\_

**MILAN COMMUNITY SCHOOLS**  
**REQUEST FOR PERSONAL BUSINESS LEAVE**  
**All Personnel**

(Must be submitted to supervisor three days prior to absence)



Staff Member: \_\_\_\_\_

Position: \_\_\_\_\_

I request approval of one day of personal business leave to be used for the transaction of personal business and/or the conduct of personal or civic affairs that I am not able to schedule outside of regular school hours.

Reason for Absence: \_\_\_\_\_

Day and Date of Absence: \_\_\_\_\_

*If a half-day:*

*I plan to leave / return at this time:* \_\_\_\_\_  
(circle one)

Signature: \_\_\_\_\_

\_\_\_\_\_ Date



Approved / Disapproved: \_\_\_\_\_  
Principal

\_\_\_\_\_ Date

Approved / Disapproved: \_\_\_\_\_  
Superintendent

\_\_\_\_\_ Date