

REQUEST FOR PERSONAL LEAVE

One (1) day of personal leave will be granted each year. If the above stated personal day is not used, it may be carried over each year until a maximum of four (4) days is accumulated. After the maximum accumulation of four (4) days is reached, any of the above referred personal days which are unused shall then be added to sick leave for accumulation.

Three (3) additional days may be used as personal leave during a contract year, and shall be charged to sick leave.

This request for personal leave is for _____.
(Date)

PLEASE CIRCLE:

1. This date (is, is not) during the first or last week of school.
2. This date (is, is not) for a day before or after a holiday.
3. This request (is, is not) made at least forty-eight (48) hours in advance.

I believe this request meets the criteria for approval.

(Employee's signature) (Date)

.....
A qualified substitute (is, is not) available.

- Approved Disapproved

(Principal or supervisor's signature) (Date)

Routing:

- 1 – Original to Business Office
- 2 – Photocopy, file in Principal's Office
- 3 – Photocopy to employee making request