

REQUEST FOR PERSONAL BUSINESS LEAVE

In accordance with the policy of the board of education, employees may be allowed up to 3 days of personal leave during a year for which the amount of a substitute's pay will be deducted from the employee's salary. The following stipulations shall apply to all such personal leave:

1. Personal leave may be approved for personal business, illness, or death of a person not approved in the sick leave policy, or other just causes.
2. All personal leave will require the approval of the building principal and the superintendent.

Employee's Name _____

School _____

Date of Absence(s) _____

Date Submitted _____

Employee's Declaration of Eligibility

I certify that I believe this request to be in compliance with the policies governing personal business leave.

Reason for Leave _____

Printed Name of Employee

Signature of Employee

Date

Principal

Superintendent

Approved or Disapproved