

PERSONAL LEAVE REQUEST FORM

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.

Date _____

Name _____

Grade of Subject Taught (*Certified*)/Position (*Non-certified*) _____

Date Personal Leave Requested _____

Signed _____
(Employee)

Approved _____
(Principal)

Approved _____
(Superintendent)