



PERSONAL LEAVE REQUEST

Date _____

I, _____ request personal leave on _____ (Date) and hereby certify that such leave is in compliance with applicable policy as follows:

1. Except in emergency, two days notice is required.
2. This leave is of a nature that it cannot be conducted on other than a school day.
3. This leave shall not be used for the purpose of secondary employment, extending vacations, holidays, recreational weekends, or for any recreational purpose in general.
4. Personal leave will not be granted for days immediately prior to or following holidays, vacations, or during the first five (5) or last five (5) days of the school year except as authorized by the Chief Human Resources Officer.
5. Unused personal leave is added to accumulated sick leave.

Work and Grade Level Missed _____

Preferred Sub _____

SIGNED: _____

Building: _____

Received and Recorded _____

PRINCIPAL

Received and Recorded _____

HUMAN RESOURCES

NOTE: The signatures of the principal and Human Resource Office do not imply approval of the above request. Uses which are not in compliance with items one through five above may subject the employee to payroll deduction and other discipline.

