

Request for Personal Leave
(top portion to be filled out by employee)

Name: _____

Date of Request: _____

Date(s) of Leave: _____

Reason for Leave (optional): _____

Employee's signature

(Employee must fill out, print, and sign this form, and then turn it in to the building principal)

TO BE FILLED OUT BY ADMINISTRATION

_____ This request for personal leave is in compliance with the Leave Agreement and is hereby granted.

_____ This request for personal leave is not in compliance with the Leave Agreement and is hereby denied.

_____ This request for personal leave is not in compliance with the Leave Agreement but is hereby granted by waiver **requiring a salary deduction equal to the current amount paid to a substitute teacher.**

Date: _____

Principal's signature

Date: _____

Superintendent's signature