



Requisition for Additional Personal Leave

To: Superintendent of Schools

Date: _____

I request _____ day(s) of personal leave on

the following dates _____.

The specific reason for this request is:

I would appreciate approval of this leave.

Signature of Employee: _____

Printed Name of Employee: _____

Date: _____

Signature of Principal/Supervisor: _____

Date: _____

Signature of Superintendent: _____

Date: _____

Personal Leave

Personal leave is defined as leave for personal matters of the employee.

A max of two (2) days of sick days, once all four personal days are used, maybe awarded, if approved, per year to each employee. Except for unforeseen events, the employee should make the request one week in advance.

Personal leave requests shall be submitted to the building principal, who will forward the request to the superintendent, then to payroll. The request is to include the specific reason.