

PERSONAL LEAVE REQUEST FORM

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.

Date _____

Name _____

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

Date Personal Leave Requested _____

Signed _____
(Employee)

Approved _____
(Principal)

Approved _____
(Superintendent)