

*** PERSONAL DAY REQUEST ***

Name: _____ Emp. # _____ School/Location: _____

* Personal leave is for the purpose of attending to legal, personal business, and moral obligations which cannot be attended to at any other time except during school hours. Except in the case of emergency, written advance notice of the personal leave shall be submitted two (2) school days prior to date of leave to your Supervisor. In the case of emergency, the employee must provide reason for the leave as soon as possible and in any event, no later than the day he/she returns to duty.

Personal leave, except in the case of emergency, shall not be granted the day prior to or after vacation periods, holidays, institute days, nor during the first or last two weeks of the school year except for religious holidays.

Date(s) Requested: _____

Request Approved: _____ Request Denied: _____

Comments: _____

Employee Signature: _____

Supervisor Signature: _____

Original – Unit Office

Copy to Principal

Copy to Employee