

REQUEST FOR PERSONAL LEAVE

I am requesting personal leave on _____
for the specific reason given below:

I have notified my principal of my intention to be absent on the above date or dates.

I understand that in order to avoid a loss of pay for the time stated above, this form, properly completed, must be on file in the office of the superintendent prior to my absence. In case of an emergency, I may call my principal prior to my absence and complete the Personal Leave Form and file it in the superintendent's office no later than the first day I return. Failure to do so will forfeit my pay for the day/days of my absence.

Signature of Staff Member

Dated