

Appendix F - PERSONAL LEAVE FORM

Name _____

Date _____

This is to notify the Board that I plan to be absent from work for personal reasons on the following date(s):

This form must be submitted to my immediate supervisor at least one week in advance of using personal leave. If less than a week (five school days) notice is given, then the District has the right of refusal, provided the request is for a non-emergency situation.

Employee's Signature

Date Received: _____

Immediate Supervisor: _____
Signature

FOR BUSINESS OFFICE USE ONLY

of Days Accumulated: _____

of Days Used: _____

of Days Remaining: _____

FILL OUT IN DUPLICATE AND RETURN TO IMMEDIATE SUPERVISOR.