



STAFF REQUEST FOR PERSONAL LEAVE and/or PROFESSIONAL STAFF LEAVE BEFORE OR AFTER A HOLIDAY or FIRST OR LAST DAY OF SCHOOL

Except under extenuating circumstances, Personal Business Leave days shall not be granted the day before or the day after a holiday or vacation period.

At least 24 hours prior to the day on which such leave is to be taken, except under extenuating circumstances or in emergency situations an employee intending to use such leave will give this written notification to the principal or immediate supervisor who will then forward it to the Director of Human Resources as soon as possible.

Name _____ Job Title _____

School or Department _____ Grade Level _____

Date(s) of Leave _____

Substitute Necessary [] Yes [] No

Reasons for Leave _____

Staff Member's Signature _____ Date _____

Principal / Administrator Signature _____ Date _____

[] Approved [] Disapproved

HR Director or Superintendent Action: [] Approved with compensation [] Not Approved

[] Approved under following conditions _____

HR Director or Superintendent Signature _____ Date _____