

REQUEST FOR PERSONAL BUSINESS DAY(S)
IN SERVICE DAY OR BEFORE OR AFTER A HOLIDAY

Permission for use of personal leave on an in service day OR before or after a scheduled holiday must be requested at least 1 month in advance, granted by an employee's immediate supervisor and approved by the Superintendent.

Submit this request form, along with a formal letter of explanation, to your immediate supervisor. This form will be returned to you upon completion of the approval process. If approved, submit this authorization form and the appropriate leave request forms to the site leave administrator.

Name of Staff member requesting leave

Please print name

Personal Business day requested for

Date / Day

Supervisor's Signature

Superintendent's Signature

Approved

Denied