

## Request for Personal Leave

This form should be submitted to the principal's office at least one (1) day prior to requested date of leave.

Today's date: \_\_\_\_\_

I \_\_\_\_\_, request personal leave for the following date(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Advanced *approval* of the principal shall be required under the following conditions. Please check any that apply to your request for leave.

\_\_\_\_\_ 1. If more than ten percent (10%) of the teachers in any given school request its use on the same day,

\_\_\_\_\_ 2. If personal leave is requested during any prior established student examination period, or

\_\_\_\_\_ 3 If personal leave is requested on the day immediately preceding or following a holiday or vacation period.

**Personal leave is intended to be used for personal reasons.**

\_\_\_\_\_  
*approved*

Principal

