

PERSONAL LEAVE

Any Teacher or non-teaching school employee absent on personal leave shall complete this form. This form is used as a permanent record and to justify any substitute pay.

Please note: If the explanation is 'Necessary Personal Reason', the necessary personal reason must be one of the approved reasons listed in the Board of Education policy. The reason for absence below should clearly state this.

EXAMPLE: One of the 'Necessary Personal Reasons' as listed in the Board of Education policy.

Employee _____

Date/Dates Absent _____

Reason for Absence _____

Signature of Employee

Date of Request

Signature of Principal

Please follow our stated policy. The signature of the Superintendent should be secured and this signed form turned in by the Principal with the monthly Report of Absences.

Substitute _____

Signature of Superintendent