



SUPPORT STAFF  
REQUEST FOR PERSONAL LEAVE

_____	_____
Name of Employee	Date of Application
_____	_____ (AM/PM)
Building Where Employed	Hour of Filing Application

I hereby request  1 (one) full day OR  
 ½ (one-half) day: A.M.  P.M.

on \_\_\_\_\_

for "conducting important business affairs which can be conducted only during the regular work day." My reasons\* for requesting this day are as follows:

\_\_\_\_\_  
 \_\_\_\_\_

(\* Required only if this request is not filed at least 3 days (72 hours) in advance of the time requested leave would begin.)

I understand that if I use this time for reasons other than "personal business" as defined in the contractual agreement with the Board of Education, this time will be deducted from my salary and disciplinary action may be taken.

Signature of Employee \_\_\_\_\_

<b>OFFICE USE:</b>	
Approval _____	Disapproval _____
Reason for Disapproval _____	
Supervisor's Signature _____	