

# PERSONAL LEAVE REQUEST FORM

**Date of Request:** Click here to enter a date.

**Name:** Click here to enter text.

**Position:** Click here to enter text. **Building:** Click here to enter text.

I request personal leave on the following date(s):

Click here to enter text.

Explanation for Leave (required): Click here to enter text.

 Employee Signature

**Approved:** [ ]   **Unapproved:** [ ]

 Building Administrator Building Administrator

 Superintendent or Designee Approval Superintendent or Designee Approval

Determination of Approval:

 Office Use Only

 Days Available \_\_\_\_\_Yes \_\_\_\_\_No