

APPLICATION FOR PERSONAL LEAVE

DATE OF APPLICATION _____

NOTE: Personal leave shall be defined as absence from work for purposes of conducting personal business other than that covered by emergency leave.

The principal or supervisor must be notified as soon as possible when personal leave is going to be used.

NAME OF APPLICANT _____

BUILDING _____

GRADE OR DEPARTMENT _____

DATE OF LEAVE _____

SIGNED _____
Applicant

SIGNED _____
Building Principal or Immediate Supervisor

THIS FORM IS TO BE MADE OUT IN DUPLICATE.

1. One copy to be retained by the Building Principal or Immediate Supervisor.
2. One copy to be retained by the Employee.

You do not need to submit a copy to Human Resources.