

# 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