

REQUEST FOR LEAVE
SICK - PERSONAL - VACATION

NAME:

DATE:

TYPE OF LEAVE REQUESTED: (Check One)

SICK

PERSONAL

VACATION

DATES OF REQUESTED LEAVE:

Substitute's Name

Signature of Employee Requesting Leave

Superintendent's Approval
Personal Leave - Special Circumstances

Supervisor's Approval

- Requests for personal and vacation leave must be submitted no later than one week before the first day of leave to be taken.
- Personal leave shall not be granted for in-service days nor the day before or the day after a school holiday or during the first or last week of school. (Greene County BOE Policy GBRI)