

**Application for Personal Leave**

Personal leave must be approved in advance of absence and will be granted contingent upon availability of a substitute (either ½ day of full day.) Leave days are not to be taken during the first or last week of school; immediately before or after school holidays, vacation days, days dismissed for state teachers’ meetings, or days dismissed for other purposes (excluding snow days) unless approved in advance by the Superintendent/designee.

Name \_\_\_\_\_ School \_\_\_\_\_

Requests permission to take \_\_\_\_\_ day(s) personal leave on the following date(s):

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

Are cover personnel available for your classes? \_\_\_\_\_

Will you need a substitute? \_\_\_\_\_ If so, for what day(s)? \_\_\_\_\_

\_\_\_\_\_

I hereby certify that my absence is for personal reasons.

Request made by \_\_\_\_\_  
(Teacher Signature)

Approved by \_\_\_\_\_  
(Principal Signature)

Approved by \_\_\_\_\_  
(Superintendent/designee Signature, if applicable)

Review/Revised:10/15/2015