

DATE TODAY _____ TEACHER/EMPLOYEE'S NAME _____

Pike-Delta-York PERSONAL LEAVE REQUEST

- Personal Leaves will be granted for reasons related to legal, medical or personal matters not covered by other Board policies.
- At no time may an employee use professional, personal or other leave to work for financial compensation for him or herself or for another.
- Personal Leave is not accumulative from year to year.
- Further details regarding use of Personal Leave will be found in your P.D.Y.E.A./ O.A.P.S.E. Agreement.

DATE REQUESTED FOR PERSONAL LEAVE _____

(Check One) ALL DAY: _____ HALF DAY: From _____ To _____

REASON FOR LEAVE (may be omitted) _____

APPROVAL OF PRINCIPAL/SUPERVISOR _____
Date

APPROVAL OF SUPERINTENDENT _____
Date

COMMENTS: _____
