

WARREN COUNTY SCHOOLS

PERSONAL LEAVE APPLICATION FORM

All requests for personal leave made five (5) days in advance will be approved. If requests are made less than five (5) days in advance or if a day requested immediately precedes or follows a vacation day or holiday, the principal must be given a reason. In such cases, principals determine when and whether personal leave shall be allowed after giving due and proper consideration to the welfare of teachers and pupils alike.

Name: _____

Employee ID Number: _____ School/Department: _____

Number of Days Requested: _____

Date(s) Requested: _____

Signature of Teacher: _____ Date: _____

Approved by Principal: _____ Date: _____

Original: Submit To Payroll Officer

Copy: _____ Principal
_____ Employee (Once Approved By Principal)

FD-111
Revised 07/23/07