

(Name of School)

REQUEST FOR PERSONAL LEAVE
BOARD POLICY "GCCB"

Upon written request stating the purpose and the date of the leave, submitted to the principal at least **three (3) days in advance**, except in cases of emergency, each employee may be allowed a maximum of two (2) days of personal leave per year. Such leave is chargeable to emergency leave.

No leave shall be taken on the day immediately preceding or following a holiday or vacation or during the first two weeks or last two weeks of school. * Personal leave will not be granted by the administrator on days designated as in-service days.

Approval for personal leave will be granted only after a substitute teacher has agreed to work on the date/s requested by the teacher. A request for personal leave may be disapproved if there are no certified substitutes available to cover a classroom. If no substitute is available, the teacher may request an alternative date/s.

Date: _____

Request for personal leave on _____ and _____

Purpose of leave (optional) _____

Printed name of person requesting leave

Signature of person requesting leave

Approved _____

Disapproved _____

Principal's Signature

* Special consideration may be given to requests made before and after holidays and during the first two or last two weeks of school, **if an emergency condition exists.**

This is an emergency request: Yes _____ No _____

Please describe the nature of the emergency in writing below:
