

**APPENDIX 3**  
**PERSONAL LEAVE REQUEST FORM**

Employee's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Date(s) of requested leave: \_\_\_\_\_

I CERTIFY THAT I AM USING PERSONAL LEAVE IN ACCORDANCE WITH  
ARTICLE 8, PARAGRAPH B OF THE AGREEMENT FOR THE FOLLOWING REASON\*:

- Major disaster affecting immediate family property
- Closing of loans on property
- Court appearance
- Wedding of employee
- Immediate family receiving awards
- Immediate examination for military service
- Any business activity of major significance which cannot be handled before or after school or on a weekend
- Other (specify): \_\_\_\_\_

*\*Additional information may be required if valid reason exists for questioning.*

Employee's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved       Not Approved

\_\_\_\_\_  
Supervisor

\_\_\_\_\_ Approved      \_\_\_\_\_ Not Approved

\_\_\_\_\_  
Superintendent

**ADMINISTRATIVE USE ONLY:**

Replacement Needed      Replacement Approved

\_\_\_\_\_ Yes      \_\_\_\_\_ Yes

\_\_\_\_\_ No      \_\_\_\_\_ No