

# REQUEST FOR LEAVE FORM

*SICK – PERSONAL – VACATION - JURY - BEREAVEMENT*

NAME:

DATE:

CHECK THE TYPE OF LEAVE AND LENGTH OF LEAVE.

	TYPE OF LEAVE	1	3/4	1/2	1/4
	SICK				
	PERSONAL				
	VACATION				
	JURY				
	BEREAVEMENT				

DATES OF REQUESTED LEAVE:

\_\_\_\_\_  
Substitute's Name

\_\_\_\_\_  
Signature of Employee Requesting Leave

\_\_\_\_\_  
Superintendent's Approval  
Personal Leave – Special Circumstances

\_\_\_\_\_  
Supervisor's Approval

- Requests for personal and vacation leave must be submitted no later than one week before the first day of leave to be taken.
  - Personal leave shall not be granted for in-service days nor the day before or the day after a school holiday or during the first or last week of school. (Greene County BOE Policy GBRI)
- Revised 10/01/21 A.H.