PERSONAL LEAVE REQUEST
(Revised 1988)

I shall need to be absent on _____
month day year

for personal business. This request does not exceed my allotment as agreed to by the Board of School Trustees.

Please check one of the following:

Length of absence ½ day ☐ Whole Day ☐

Please deduct this time from my Personal Leave Time on Form 514, Revised.

_____
Teacher/Staff

_____
Date of submission of request to principal

_____
Principal

_____
Payroll secretary