

**WASHINGTON COUNTY
DEPARTMENT OF EDUCATION**

Request for Personal Leave

This form should be submitted to the Central Office at least one (1) day prior to requested date of leave.

I, _____, request personal leave for the following dates _____.

The approval of the Director of Schools, his designee, or Board of Education shall be required under the following conditions:

1. If more than ten percent (10%) of the teachers in any given school request is use on the same day.
2. If personal leave is requested during any prior established student examination period.
3. If personal leave is requested on the day immediately preceding or following a holiday or vacation period.
4. If requested on any scheduled in-service day.

(Check one if applicable)

PERSONAL LEAVE IS INTENDED TO BE USED FOR PERSONAL REASONS.

APPROVED _____
Principal Date

APPROVED _____
Director of Schools Date

*In accordance with Board Policy 5.303 – Personal and Professional Leave