

LAUREL HIGHLANDS SCHOOL DISTRICT

NON-PROFESSIONAL PERSONAL LEAVE REQUEST FORM

I am requesting the use of _____ personal day(s) consistent with Article XIII of the Contract Agreement.

DATE OF ABSENCE: _____

DATE FILED IN PRINCIPAL'S OFFICE: _____

SCHOOL: _____

EMPLOYEE'S SIGNATURE

PRINCIPAL'S APPROVAL SIGNATURE

NOTE: THE BUILDING PRINCIPAL IS REQUIRED TO NOTIFY THE ADMINISTRATIVE SECRETARY BY NOON OF THE DAY PRECEDING THE ABSENSE.