



APPLICATION FOR PERSONAL LEAVE WITH PAY SUPPORT STAFF

I, _____, hereby apply for personal leave with pay.
I understand that the phrase 'with pay' denotes that I will receive three quarters of my regular pay for the day that I have requested to be absent.

My absence is planned for _____ (Date mm/dd/yyyy).

- It will: a) ___ not extend a long weekend.
b) ___ extend a long weekend.
c) ___ extend Christmas or Spring break.

The substitute hired as my replacement is _____.

☐ Check if not applicable

Applicant's Signature

Date of Application

Principal's Signature

Date

Approval:

Superintendent of Schools

Date

For Office Use Only

This employee has the required days available

Yes

No

Payroll Signature