



SEYMOUR COMMUNITY SCHOOLS

PERSONAL LEAVE REQUEST

Revised 10-25-21

Per Master Contract Article II, Section G, b: Request for personal leave shall be made in writing at least one (1) day prior to such leave, except in cases of emergency, in which instances such request may be made orally within a shorter time and confirmed in writing upon return to school and shall be submitted to the Principal. The teacher will subsequently be notified of approval or disapproval of such request.

Note: I understand that in order to request personal leave time, I must have unused personal leave time to be used on the date(s) listed below. I cannot use this form to request any un-paid time off.

Employee Name: _____ Building: _____

Date of Personal Leave: _____

Signature of Employee

Date

Building Principal or Director

Date