

ASHDOWN PUBLIC SCHOOL

Personal Business Leave Request

Vacation Leave Request

FIVE DAY ADVANCE NOTICE IS REQUIRED!!!

(Refer to Board Policy GCBDC)

I wish to request ____ *days of personal business leave* or ____ *days of vacation leave* on the date(s) listed below.

Dates(s) of leave requested: _____

Total number of days: _____

Date of request: _____

Employee signature: _____

Office use only:

____ Personal Leave Approved

____ Vacation Leave Approved

____ Request Denied

Principal/Director Signature: _____

Superintendent Signature: _____