

Stark County Educational Service Center

6057 Strip Ave., NW • North Canton, OH 44720

— Personal Leave Request Form —

(Please print)

Employee Name _____

Date Submitted _____

Department _____

Position/Assignment _____

In accordance with the Governing Board of the Stark County Educational Service Center policy GCBD or GDBD.

In no way is personal leave to be misconstrued as vacation.

Totals for the _____ Contract Year

Personal days earned: _____

Day(s) used to date: _____

Balance available: _____

I am requesting _____ personal day(s) from balance available as follows:

I hereby certify that this request is to be used only for personal business that **CANNOT** be transacted other than on a work day.

Signed _____

Employee

.....

Approved

Not Approved

Signed _____

Director

Date _____

Approved

Not Approved

Signed _____

Supt./Assist. Supt.

Date _____