

# FORT MILL SCHOOLS

## Request for Approval of Personal or Annual Leave

Board Policy for Professional Staff: GCC, GCD. Board Policy for Support Staff: GDC, GDD.

This form is to be used to request approval of personal leave or annual leave on:

- the last day before or the first day after a holiday or
- during the first or last week of school or
- when requesting more than 5 personal days during a school year.

(This request must be approved by your Immediate Supervisor and the Assistant Superintendent)

To: \_\_\_\_\_  
(Print Name of Immediate Supervisor) (School)

From: \_\_\_\_\_  
(Print Name of Employee Requesting Leave) (Today's Date)

Employee Address: \_\_\_\_\_

Date(s) Requested for Personal or Annual Leave: \_\_\_\_\_

(Any personal leave days approved and taken beyond the five days allowed by Board policy will be considered as unpaid leave days.)

Reason for Leave Request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Signature: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
(Immediate Supervisor)

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
(Assistant Superintendent)

### For Office Use,

After signatures, copy to: Employee  
Supervisor  
Payroll  
Personnel File

Persons that qualify for **personal leave** work **177 - 220 days** each school year.

Persons that qualify for **annual leave** work **240 days** each school year.