



Ringgold School District  
400 Main Street  
New Eagle, PA 15067-1108

## Request for Personal Leave

### Submit to your building principal/supervisor

Employee Requesting: \_\_\_\_\_

Building: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Office Secretary: \_\_\_\_\_

Request for Personal leave shall be made at least two (2) days before taking such leave, except in cases of emergency. The teacher shall not use any personal leave to extend a holiday or vacation period. This shall not include a normal weekend that is not included as part of a vacation or holiday. In case of emergency, the request must be completed upon return to duty.

### REASON FOR REQUEST: (Please Check)

- |   |   |
|---|---|
| 1. <input type="checkbox"/> Personal    | 5. <input type="checkbox"/> Religious   |
| 2. <input type="checkbox"/> Financial   | 6. <input type="checkbox"/> Emergency   |
| 3. <input type="checkbox"/> Medical     | 7. <input type="checkbox"/> Legal       |
| 4. <input type="checkbox"/> Educational | 8. <input type="checkbox"/> Other _____ |

Administrator's Approval: \_\_\_\_\_

Building: \_\_\_\_\_

Date: \_\_\_\_\_

Personal Leave Days Remaining: \_\_\_\_\_  
(Including this one)

Superintendent Approval: \_\_\_\_\_