

EUNICE PUBLIC SCHOOLS

Request for Personal Leave

Under the provisions of the personal business leave policies; I request that I be granted personal leave. I offer the following information for consideration:

Dates Requested: _____
For Example: 5/2 – 5/3

Days of School Involved: _____

In accordance **EPS School Board Policy 263** the *first day will be of no cost* to the employee.

In accordance **EPS School Board Policy 263** the *second day's cost for a substitute will be withheld* from the employees salary.

Please Print Your Name

Employee Signature

Principal's Recommendation

Approved

Not Approved

Principal's Signature

Superintendent's Recommendation

Approved

Not Approved

Superintendent's Signature

Provide a reason for "Not Approved"