



Wayne County School District

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Waynesboro, MS 39367
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Tommy Branch Superintendent of Education
Lynn Revette Assistant Superintendent

Anetia Beal-Norsworthy – District 1
Wilma Taylor – District 2
George Alsworth – District 3
Al Smith – District 4
Dorcus Reynolds – District 5
Marcus Evans – Board Attorney

WAYNE COUNTY SCHOOL DISTRICT LEAVE REQUEST

Location: _____

Employee: _____

- Reason For Absence:**
- Sick Dates: _____
 - Personal Dates: _____
 - Worker's Comp Dates: _____
 - District Business Dates: _____
 - Comp Time Dates: _____

If District Business, _____
please give details: _____

- 1/4 Day (2 hrs) AM PM
- 1/2 Day (4 hrs) AM PM
- 3/4 Day (6 hrs) AM PM
- Full Day (8 hrs)

I certify that the reason(s) stated above are to be true and correct.

Employee Signature: _____

Administrator Signature: _____

Substitute Name if used: _____

If requesting use of Comp Time, please attach Comp Time form with dates time was earned and Principals signature.