EAST RAMAPO CENTRAL SCHOOL DISTRICT SPRING VALLEY, NEW YORK

CERTIFICATED STAFF REQUEST FOR PERSONAL LEAVE REQUEST PLEASE NOTE:

- 1. Complete one copy of Personal Leave Request Form.
- 2. Request must be submitted a minimum of 48 hours prior to date requested. Personal leave for religious observance to be submitted a minimum of 5 days prior to date requested.
- 3. Principal/Supervisor will forward original copy to the Personnel Office for action upon the request.
- 4. Approval will **not** be granted for personal leave which would extend a holiday, vacation (recess) or a weekend, except under such extenuating circumstances as may be approved by the superintendent or designee.
- 5. Approval will **not** be granted for personal leave requested for a day preceding or following days taken without pay.

7. Following the action upon the request, the Personnel Office will return two copies to the Supervisor (one copy

6. All requests for more than one day **must** include the reason for the request.

TO:			
TO:Principal /Supervisor			Date of Request
FROM:Name (Please Print)			
Name (Please Print)	Positio	on Sch	ool/Department
Date(s) Requested for Personal Leave			
Reason			
	Number of Pers	Number of Personal Leave Days taken since July 1 (current school year)	
Employee Signature	July 1 (
I have noted the request:	July 1 (
I have noted the request:	July 1 (r)

Date

Approved

Denied

5/11/2022

Superintendent of Schools