

EAST RAMAPO CENTRAL SCHOOL DISTRICT

CERTIFICATED STAFF
REQUEST FOR PERSONAL LEAVE

PLEASE NOTE:

1. The request must be submitted a minimum of two days prior to the date requested. Personal leave for religious observance must be submitted a minimum of five days prior to the date requested.
2. This form is completed and submitted to the employee's Principal/Supervisor, who will note the request and forward the form to the Personnel Office for action.
3. Approval will not be granted for personal leave which would extend a holiday, vacation, recess period, weekend, or a day preceding or following a day taken without pay, except under such extenuating circumstances as may be approved by the Superintendent or designee.
4. A request for more than one day must include the reason for the request.
5. Following approval/denial/request for additional information, the Personnel Office will return a copy to the school.

To: The Personnel Office

_____ **Date of Request**

From: _____
Name Position School/Department

Date(s) Requested for Personal Leave _____

Reason _____

Employee Signature

Number of personal leave days taken since
July 1 (current school year) _____

I have noted the request: _____
Signature of Principal/Supervisor Date

Personnel Office - Signature Date Approved Denied Returned for more info

When applicable (see #3)

Superintendent of Schools Date Approved Denied