



Wayne County School District

810 Chickasawhay St
Waynesboro, MS 39367
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<https://www.wcsdms.com>

Tommy Branch Superintendent of Education
Lynn Revette Assistant Superintendent

Anetia Beal-Norsworthy – District 1
Wilma Taylor – District 2
Marion Chapman – District 3
Russell D Pitts, SR – District 4
Dorcus Reynolds – District 5
Marcus Evans – Board Attorney

WAYNE COUNTY SCHOOL DISTRICT LEAVE REQUEST

Location: _____

Employee: _____

Reason For Absence:	<input type="checkbox"/> Sick	Dates: _____
	<input type="checkbox"/> Personal	Dates: _____
	<input type="checkbox"/> Worker's Comp	Dates: _____
	<input type="checkbox"/> District Business	Dates: _____
	<input type="checkbox"/> Comp Time	Dates: _____

If District Business,
Please give details: _____

<input type="checkbox"/> ¼ Day (2 hrs)	<input type="checkbox"/> AM	<input type="checkbox"/> PM
<input type="checkbox"/> ½ Day (4 hrs)	<input type="checkbox"/> AM	<input type="checkbox"/> PM
<input type="checkbox"/> ¾ Day (6 hrs)	<input type="checkbox"/> AM	<input type="checkbox"/> PM
<input type="checkbox"/> Full Day (8 hrs)		

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

Employee Signature: _____

Administrator Signature: _____

Substitute Signature: _____

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

Wayne County School District does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability in providing educational programs and services or employment opportunities and benefits. The following person has been designated to handle inquiries and complaints regarding the non-discrimination policies of the school district:

Mrs. Lynn Revette, Assistant Superintendent of Education, 810 Chickasawhay Street, Waynesboro, MS 39367 (601) 735-4871
Phone: 800-368-1019 Toll Free: 800-537-7697 Email: OCRMail@hhs.gov