Personal Leave Request Form

Darlington County School District Office of Human Resources

District employees should exercise professional discretion when taking personal leave. Requests for personal leave submitted five (5) days in advance may be approved by an employee's principal or immediate supervisor. District-level approval is required a minimum of five (5) days in advance of personal leave under the following circumstances:

- days set aside for in-service
- the last day before or the first day after any District-observed holiday
- the last two days or first day of any semester
- requests of 3 or more consecutive days
- the last three weeks of the school year (requires 10-day advance notice)

To request District-level approval for personal leave, submit this completed form to Ms. Jasmine Jones in the Office of Human Resources. Requests may be submitted via inner-office mail, email, or hand-delivery.

Employee Name:_____ **Date**:_____

Position:_____ **School/Department**:_____

Date(s) of Leave Request:_____

District-level approval is required because (check all that apply):

- ☐ the requested leave includes days set aside for in-service
- ☐ the requested leave includes the last day before or the first day after a District-observed holiday
- ☐ the requested leave includes the last two days or first day of the semester
- ☐ the requested leave is for 3 or more consecutive days
- ☐ the requested leave is during the last three weeks of the school year (requires 10-day advance notice)

Explanation/Justification - Briefly describe the purpose of the leave request:

_____

_____

_____

_____	_____	_____
Employee Printed Name	*Employee Signature	Principal/Supervisor Signature

**Note: The employee is responsible for verifying they have accrued enough personal leave to cover the absence without a deduction in pay.*

THIS SECTION IS TO BE COMPLETED BY HUMAN RESOURCES

Date Received:_____ **Date(s) of previous requests**:_____

THIS PERSONAL LEAVE REQUEST HAS BEEN: ❒ **APPROVED** ❒ **DENIED**

_____ **Date of Approval/Denial**:_____

Assistant Superintendent of Human Resources

Notes:_____

_____

Revised June 2025