MERCER COUNTY SCHOOL DISTRICT #404

REQUEST FOR PERSONAL LEAVE

Requests for personal leave should be submitted to building principal for approval at least five (5) days ahead of request date. Emergency requests will be considered on a more immediate basis.

STAFF NAME _____

TODAY'S DATE _____

DATE(S) OF LEAVE _____

FULL OR PARTIAL DAY _____

(partial day = quarter day breakdown (.75, .5 or .25 of a day **– list exact hours requesting**)

BUILDING/POSITION _____

SUBSTITUTE NEEDED ☐ YES ☐ NO

If you have a substitute preference, please list below. (That person will be contacted first if available.)

_____

REASON

_____

_____

Approved _____

Disapproved _____

_____ _____

Signature of Principal Date

_____ _____

Signature of Superintendent Date