

LONGWOOD CENTRAL SCHOOL DISTRICT

REQUEST FOR PERSONAL LEAVE DAY (S)

This form must be filed by anyone requesting a Personal Leave Day(s) before or after a holiday and approval must be received in advance of the absence, except under emergency situations in which case documentation must follow (i.e. legal notice, attorney's or doctor's note, etc.). If you do not receive a response prior to the day(s) requested, feel free to call the Assistant Superintendent for Human Resources.

Date

NAME: _____ SCHOOL: _____

POSITION: _____

DATE(S) OF ABSENCE: _____

REASON: _____

{ } APPROVED

Employee's Signature

{ } DISAPPROVED

Superintendent's/Designee's Signature