

\_\_\_\_\_

DATE: \_\_\_\_\_

In accordance with the contractual agreement with the Board of Education, I intend to take:

\_\_\_\_ 1/2 personal leave day \_\_\_\_\_  
(Date)

\_\_\_\_ full personal leave day(s) \_\_\_\_\_  
(Date(s))

I acknowledge that this business cannot be conducted on other than a school day, and is not related to “recreational pursuit, economic gains, other employment, seeking new employment, marriage”.

\_\_\_\_\_

Please print or type name

\_\_\_\_\_

Signature of Staff member

Please indicate whether TEACHER or CSEA: TEACHER \_\_\_\_\_ CSEA \_\_\_\_\_

Please indicate whether a substitute is necessary: YES \_\_\_\_\_ NO \_\_\_\_\_

I would like to request: \_\_\_\_\_ as a substitute.

Please print or type name

\_\_\_\_\_

\_\_\_\_\_