



Request for Superintendent Approval for Personal Leave

Policy GCCB *Professional / Support Staff Personal / Emergency / Religious Leave*

“Personal leave will not be granted during the following periods:

- On the day immediately preceding or following a holiday or vacation.
- During the two (2) weeks before school starts, the first two (2) weeks of school or the last two (2) weeks of school.

Any exceptions require approval by the Superintendent.”

Date: _____ Employee Name: _____

School/

Dept.: _____ Position: _____

Date(s) Requested: _____

Reason for Leave:

Employee Signature: _____ Date: _____

Approval

Approved	Not Approved	Signature	Date	Comments
		Principal/Department Supervisor		
		Human Resources		
		Superintendent		