

G-140

CLASSIFIED PERSONNEL PERSONAL LEAVE REQUEST  
EXHIBIT

CODE: GCRG-E(1)  
DATE: 08/06/02  
CODE: GCRG-E  
DATE: 06/01/99

NAME OF WORKER: \_\_\_\_\_ DATE: \_\_\_\_\_

SCHOOL OR DEPARTMENT: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

*Catoosa County Board Policy GCRG states: "A maximum of three (3) days per year of earned sick leave may be used for personal reasons which necessitate the absence of the employee. Such leave must be arranged three days in advance with the employee's supervisor on the proper county forms. The use of personal leave during the pre-planning, in-service days and immediately before and after a school holiday will be approved only if an emergency prevails, or if it is in the best interests of the school system."*

This formal request must be approved by the employee's supervisor three (3) days prior to the requested absence. Approval of the request does not commit the school board to payment of any expense.

This is to certify that it is necessary that I be absent from work on the following day(s):

Number of Days Requested: \_\_\_\_\_

Month: \_\_\_\_\_ Day(s) \_\_\_\_\_ Year: \_\_\_\_\_

Signature of Classified Employee: \_\_\_\_\_

Date: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

SUPERVISOR'S ACTION

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

APPROVED

DENIED

If bus driver, number of days for which  
substitute is to be paid \_\_\_\_\_

\_\_\_\_\_  
Signature of Supervisor