

TEACHER PERSONAL LEAVE REQUEST

CODE: GBRH-E(1)

DATE: 1/12/22

RESCINDS: GBRH-E

DATE: 04/20/04

Employee's Name

Home Mailing Address

Home Phone Number

School Assigned

Catoosa County Board policy states; During any school year the principal may approve for a teacher a maximum of three (3) days absence for personal reasons not covered under sick leave. Teachers with more than 10 years consecutive service can receive four (4) days. Teachers with more than 15 years consecutive service can receive five (5) days. The use of personal leave during in-service days will be approved only if it is in the best interest of the school system. The use of personal leave on days before and after a school holiday is prohibited except in cases of extreme emergency. The formal request must first be approved by the principal or the superintendent's designee three (3) days prior to the requested absence. Approval of the request does not commit the district to payment of any expense.

This is to certify that it is necessary that I be out of school on the following days for personal reasons.

NUMBER OF DAYS REQUESTED: _____

Month: _____ Day(s) _____ Year: _____

Signature of Teacher: _____

Please check one (1):

- Less than 10 years consecutive service with Catoosa County
- More than 10 years consecutive service with Catoosa County
- More than 15 years consecutive service with Catoosa County

Principal's Action

Number of days for which substitute is to be paid: _____ Approved

Principal's Signature: _____ Denied

SUBMIT THE ORIGINAL TO YOUR PRINCIPAL FOR HIS\HER SIGNATURE.
KEEP A COPY FOR YOUR FILES