

ORCHARD VIEW SCHOOLS  
PERSONAL LEAVE DAY(S) USE

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

I will be using Personal Leave Day(s) on \_\_\_\_\_  
Date(s)

Requests for Personal Leave should be submitted at least one day in advance.

The employee needs to complete both forms on this page and send to Central Office. After approval is given a copy of the signed document will be returned to the employee so that they know the time has been approved.

*Note: It is the employee's responsibility to determine if unused personal day(s) are available. Use of leave beyond the balance of unused days available will result in loss of pay. It is also the employee's responsibility to complete the absence form for these days and turn in with their payroll.*

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Central Office Approval

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