

# MURRAY COUNTY SCHOOL SYSTEM PERSONAL LEAVE REQUEST FORM

Date of Request: \_\_\_\_\_

Name: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

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

## NOTES:

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\_\_\_\_\_  
Principal/Superintendent Approval

\_\_\_\_\_  
Date Approved

For those eligible for paid leave, up to-three (3) days of sick leave may be used for personal leave each school year. Disposition of requests for personal leave will be according to the following procedures:

1. Request for personal leave must be approved in advance by the principal or Superintendent and should be submitted at least 2 weeks in advance.
2. Available personal leave will be granted upon request as recommended by the principal or supervisor. The principal or supervisor may deny leave on a particular day for valid reason.
3. Absences for personal reasons will be charged at the full daily rate when the allowable days have been used unless other provisions have been approved in advance.
4. For eligible employees, unused personal leave will be carried forward as accumulated sick leave.
5. All professional leave requests should be completed on the Professional Leave Request form.