

Bessemer City Schools  
**Leave Request Form**

<i>Check One:</i>	Personal	<input type="checkbox"/>	Vacation	<input type="checkbox"/>
	*Professional	<input type="checkbox"/>	**Compensatory	<input type="checkbox"/>

Name \_\_\_\_\_ School/Dept. \_\_\_\_\_

Date(s) Requested \_\_\_\_\_ Number of Days \_\_\_\_\_

*\*For Professional Leave only: (State reason and funding source. Attach documentation.)*

*Reason* \_\_\_\_\_  
\_\_\_\_\_

*Funding Source* \_\_\_\_\_

*\*\*For Compensatory Time only: List dates/locations of overtime worked - these must be documented and approved on time sheets by supervisor and must have prior approval from Superintendent.*

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

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

Supervisor's Signature: \_\_\_\_\_ Date \_\_\_\_\_

<i>For Central Office Use Only</i>	Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>
Superintendent: _____	Date: _____	

*Original: Human Resources*

*Yellow: Office Copy*

*Pink: Employee Copy*