



Elizabethtown-Lewis Central School District

PERSONAL LEAVE FORM – NON-INSTRUCTIONAL

EMPLOYEE NAME: _____

DATE OF NOTIFICATION: _____

DATE OF EXPECTED ABSENCE(S): _____

This personal leave is for personal business and essential obligations that are impossible to transact outside the normal working day. Personal leave is not to be granted the day prior to or the day after a holiday or vacation except with authorization from the Superintendent.

Employee Signature: _____ Date: _____

Instructions: Requests for personal leave shall be submitted three (3) days in advance to the immediate supervisor. In case of a true emergency, the supervisor may waive the advance notice.

Administrator/Supervisor Signature: _____ Date: _____

Superintendent Signature: _____ Date: _____