

**Request For Leave During Workday
(1 Hour Or Less)**

If you are requesting to leave the school campus to attend to personal business such as doctor appointments, banking, family matters, etc., and plan to be gone less than one hour, please complete this form and remember to sign out in the office and sign in when you return.

Leaves of this type should be infrequent unless you have a verifiable, on-going medical condition (examples: maternity check ups, physical therapy, etc.) or similar on-going situations which you cannot schedule after work hours.

Anything exceeding an hour will require a half-day of leave to be taken unless you have made special arrangements (such as adjusted work hours) with Mrs. Leslie Lundy.

Employee's Name: _____

Date of Leave: _____

Reason for Request:

Time Leaving: _____ Time Returning: _____

Employee's Signature: _____

 Approved

Not Approved

Principal's Signature