

Lawrence County Educational Service Center

Personal Leave Form

POLICY:

All full time employees of the Governing Board of the Lawrence County Educational Service Center will be allowed a maximum of three days leave, with pay, to be used for necessary personal and/or business matters during the school year. A written request shall be submitted in advance stating the reason or purpose of the leave and the date of the same. The following conditions pertain to the taking of leave:

- 1.) No personal leave will be granted immediately prior to or following a legal holiday which closes the schools, except in emergencies.
- 2.) Personal leave shall be granted on a one-day-at-a-time basis.
- 3.) Personal leave shall not be accumulative from one year to another.

APPLICATION FORM: REQUEST FOR PERSONAL LEAVE

Date of one day leave: _____

Reason for use of one day leave: _____

Signature: _____ Date: _____

APPROVAL

Superintendent's Signature: _____

Date: _____