**PERSONAL LEAVE WITHOUT PAY APPROVAL FORM**

**Please complete this form and email it to your building principal for approval for a one day leave without pay. Requests of more than one day must be approved by the building principal and the assistant superintendent. The employee will be notified of a decision by the assistant superintendent. Employees must use all personal, comp, and vacation time prior to taking any unpaid leave days.**

**Date:**

**Name:** Enter Name

**Employee Request:**

**I am requesting to be absent a total of # work day(s) starting on** Click here to enter a date.

**I am requesting approval for unpaid leave since I will not have enough paid leave time (comp, personal, and/or vacation) to cover the entire absence.**

**Paid days during this absence include:** Enter Dates

**Unpaid days during this absence include:** Enter Dates

**Reason for Request:**

**Approval:**

**Building Principal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Click here to enter a date.

**Assistant Supt. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Click here to enter a date.

**DF 10u 14o Revised (8-16)**