



Certified Employee Personal Leave Request
for Staff Development / In-Service Day

Name (please print): _____
LAST FIRST MIDDLE

Employee Number: _____

Job Title/Work Location: _____

I request personal leave of absence from my duties on the staff development / in-service day listed below:

By signing below, I confirm that my request is due to a once in a lifetime event, as defined in HUM-A037, as indicated below.

☐ Event _____

Day of leave: _____
Month Day Year

I have submitted a ☐ retirement or a ☐ resignation that is effective the end of this school year. I am requesting to use Personal Leave on the last day of my calendar.

*** Documentation is necessary to support this once in a lifetime event, and is attached to this request. ***

Signature of Employee

Date

I have reviewed this request. The proper procedures have been followed.

Signature of Immediate Supervisor

Date

Signature of Chief Human Resources Officer/Designee

Date

☐ Approved ☐ Disapproved

Copy for: HR Department, Immediate Supervisor, Employee, Benefits/Payroll