



**Clarksville Montgomery County School System**  
**Professional Leave to Serve Request**

Employee Name: \_\_\_\_\_

Munis ID# \_\_\_\_\_

Job Title: \_\_\_\_\_

Work Location: \_\_\_\_\_

I am requesting leave to serve on a non-elected: (Please check box below)

- ☐ Board
- ☐ Commission
- ☐ Professional Group/Panel
- ☐ Fellow/Intern

I have been appointed by (Please check box below)

- ☐ Governor
- ☐ General Assembly
- ☐ Mayor
- ☐ City Council
- ☐ County Commission

I have attached a copy of an appointment letter\_\_\_\_\_.  
initials

Day(s) I am requesting off: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/Principal Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Human Resources Officer/Designee

\_\_\_\_\_  
Date

☐ Approved ☐ Denied

Cc: Payroll Department  
Personnel File