

**Hamilton County Department of Education
PERSONAL LEAVE FORM**

DATE SUBMITTED: _____

NAME: _____

SCHOOL: _____

DATE(S) REQUESTED _____

SUB REQUIRED: _____

REASON FOR ABSENCE: _____

Employee Signature

Approved

Denied

Principal's Signature

* Director's Signature

The approval of the Superintendent, his designee, or the Board shall be required under the following conditions:

If more than ten percent (10 %) of the teachers in any given school request its use on the same day (or)

If personal leave is requested during any prior established student examination period (or)

If personal leave is requested on the day immediately preceding or following a holiday or vacation period

TEMPORARY LEAVE OF ABSENCE

Each employee shall be granted a total of three (3) days of paid leave per school year employed, non-accumulative, for personal leave.

Personal leave may be used for personal reasons and can be taken at the discretion of the employee. An employee shall not be required to give reasons for the use of any personal leave. Personal leave shall be taken and charged in at least one-half day increments.

An employee planning to take personal leave shall request approval from his immediate supervisor at least one (1) working day in advance of his absence, except when conditions beyond the control.