

DEPARTMENT OF EDUCATION
IVANNA EUDORA KEAN HIGH SCHOOL

6501 RED HOOK PLAZA SUITE #

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"STRIVE FOR SUCCESS"

PRINCIPAL:

Sharon Ann McCollum, Ph.D.

ASSISTANT PRINCIPALS:

Lueben L. Davis, MA.Ed.

Alicia Leerdam, MA.Ed.

Sally Petty, MA.Ed.

PERSONAL LEAVE REQUEST

MEMORANDUM

TO: Dr. Sharon Ann McCollum, Principal

FROM: _____
(Please Print Your Name)

RE: REQUEST FOR PERSONAL LEAVE

DATE: _____
(Submission Date)

In accordance with the agreement between the Government of the Virgin Islands and the American Federation of Teachers Local 1825, I am requesting _____ hour (s) of non-cumulative personal leave on school day(s): _____.

Employee's Signature

APPROVED/DISAPPROVED:

Dr. Sharon Ann McCollum, Principal

Date

****Please note Personal Leave Request must be submitted one week in advance.**