

PAINT VALLEY LOCAL SCHOOL DISTRICT
APPLICATION FOR LEAVE

Date Submitted: _____

I. _____
EMPLOYEE'S NAME

Time Submitted: _____

Check One:

Except emergency personal leave, request for Personal Leave must be submitted 72 hours in advance.

- 1. _____ Personal Leave
- 2. _____ **Emergency Personal Leave
- 3. _____ **Professional Leave
- 4. _____ Sick Leave
- 5. _____ Vacation Leave
- 6. _____ Jury Duty
- 7. _____ Leave Without Pay
- 8. _____ Bus Trip Leave Without Pay
- 9. _____ **Other Leave -- Describe Purpose Below

Application for sick leave is for reasons permitted under board policy and ORC 3319.141.

If evidence substantiates leave was not in compliance with above requirements, pay shall be deducted.

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**Specific purpose and destination: REQUIRED FOR EMERGENCY PERSONAL/PROFESSIONAL/OTHER:

Date(s) of requested leave: _____

AM Only _____

PM Only _____

FULL DAY _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

For Official Use Only

II.

Approved _____

Disapproved _____

Approved _____

Disapproved _____

Principal's Signature

Superintendent's Signature

Date

Date

III. Employee shall be notified of approval/disapproval at least 24 hour before date of leave.

Substitute's Name

Date(s) worked