

Personal Leave Form

(Must be completed before a substitute is scheduled)

Name: _____

Today's Date: _____

Date of Absence: _____

- Tax investigation
- Court appearances (unless applicable law requires no leave charged)
- Wedding or Graduation or Funeral
- Observation of a religious holiday
- Leave under the FMLA
- Conduct personal business that cannot be completed outside school hours
- Duty as a volunteer firefighter or activation by FEMA for national disaster
- Other: _____

Teacher Signature: _____

Give completed form to the principal for approval at least 48 hours before the date of the requested leave. Additional information on personal leave can be found in board policy GCBDA.

Office Use Only:

Principal Signature: _____

Substitute scheduled: _____

Superintendent signature: _____

Date authorized: _____