

**TEACHER PERSONAL LEAVE REQUEST**

**CODE: GBRH-E (1)  
DATE: 04/20/04  
RESCINDS: GBRH-E  
DATE: 08/06/02**

**TO: Superintendent of Schools** Date: \_\_\_\_\_

**FROM:** \_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Home Mailing Address

\_\_\_\_\_  
Home Phone Number

\_\_\_\_\_  
School Assigned

Catoosa County Board policy states: During any school year the principal may approve for a teacher a maximum of three (3) days absence for personal reasons not covered under sick leave. Teachers with more than 10 years consecutive service can receive four (4) days. Teachers with more than 15 years consecutive service can receive five (5) days. The use of personal leave during in-service days will be approved only if it is in the best interest of the school system. The use of personal leave on days before and after a school holiday is prohibited except in cases of extreme emergency. The formal request must first be approved by the superintendent three (3) days prior to the requested absence. Approval of the request does not commit the district to payment of any expense.

This is to certify that it is necessary that I be out of school on the following days for personal reasons.

**DATE:** \_\_\_\_\_ **NUMBER OF DAY REQUESTED:** \_\_\_\_\_

**Month:** \_\_\_\_\_ **Day(s)** \_\_\_\_\_ **Year:** \_\_\_\_\_

**Signature of Teacher:** \_\_\_\_\_

Please check one (1):

- Less than 10 years consecutive service with Catoosa County.
- More than 10 years consecutive service with Catoosa County.
- More than 15 years consecutive service with Catoosa County.

**Principal's Action**

**Date:** \_\_\_\_\_

**Number of days for which substitute is to be paid:** \_\_\_\_\_

**Principal's Signature:** \_\_\_\_\_

- Approved
- Denied

**Superintendent's Action**

**Date Received:** \_\_\_\_\_

**Superintendent's Signature:** \_\_\_\_\_

- Approved
- Denied

**SUBMIT THE ORIGINAL TO YOUR PRINCIPAL FOR HIS/HER SIGNATURE.  
KEEP A COPY FOR YOUR FILES**