



\_\_\_\_\_  
Print Name

## PERSONAL LEAVE FORM

I hereby certify that I am not using my personal leave in violation of the Negotiated Agreement. I understand that the filing of a false statement under this section constitutes a violation of the provision and may be considered by the Board as grounds for disciplinary action in such form and manner as the Board may deem advisable, including denial of pay for the day taken.

This leave will be (was) taken on \_\_\_\_\_  
(Date)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Building/School

\_\_\_\_\_  
Date

\_\_\_\_\_  
Subject/Grade Level or Assignment

\_\_\_\_\_  
Principal's Signature

The employee will receive notification once approved.