

Largo High School  
Personal Leave Absence Request Form

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Last 4 SS number

\_\_\_\_\_  
Position

I am requesting the following date (s)

Out \_\_\_\_/\_\_\_\_/\_\_\_\_ Return \_\_\_\_/\_\_\_\_/\_\_\_\_

Full Day (s) \_\_\_\_\_ Half Day (pm) \_\_\_\_\_

Half Day (am) \_\_\_\_\_ Other \_\_\_\_\_

Substitute Required? Yes \_\_\_\_ No \_\_\_\_

Requested Substitute \_\_\_\_\_

Dates (s) Prearranged? Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*\*\*\*\*

Substitute Finder Job Number \_\_\_\_\_

Board Policy 1430.04 - PERSONAL LEAVE WITH PAY: Four (4) days leave per year, non-cumulative and chargeable to sick leave, may be used for personal reasons.

An employee taking such leave shall notify the appropriate supervisor and file a Certificate of absence before beginning the leave, if possible. In an emergency, the certificate of absence may be filed immediately following return to duty. Such leave shall be in increments of one-half or full days.

PCTA contract further states: All such leaves shall be requested two (2) days in advance, unless an emergency condition prevails. Personal Leave will be subject to the following restrictions: (1) such leaves shall be for a period not less than  $\frac{1}{2}$  of the assigned teacher work day. (2) Principals/supervisors shall have the right to request reasons for personal leave and to deny such leave when personal leave is being requested on an inservice/staff development day or pre- and post- holidays.

.....