

## Person County Schools ~ Leave Request Form

Name: \_\_\_\_\_ Site: \_\_\_\_\_ Date: \_\_\_\_\_

Substitute Needed: \_\_\_\_\_ Substitute Name: \_\_\_\_\_ AESOP #: \_\_\_\_\_

*Any request for annual leave, personal leave, or other types of leave shall be completed and submitted to the appropriate supervisor **prior** to the date of the desired leave in order to be paid on schedule **as well as entered in the AESOP system**. Illnesses should be reported to the appropriate supervisor by phone and leave request form completed immediately upon return to work.*

	Date(s)	Number of Hours		Number of Days
<b>Annual Leave</b> <i>Note: Classroom teachers, media coordinators and teacher assistants who require a substitute may not take annual vacation leave at any time that students are scheduled to be in attendance.</i>			OR	
<b>Sick Leave - (10 days or less)</b> <i>Note: Classroom teachers, media coordinators and teacher assistants who require a substitute may take Sick Leave in Half/Whole Days</i>			OR	
<b>Personal Leave – Half/Whole Days</b> <i>Note: Teachers and media specialists that require a substitute are eligible to use personal leave</i>				
<b>*Leave without pay</b> <i>Note: This leave is taken only in extraordinary cases.</i>				
<b>Professional Leave</b>				
<b>Other (specify)</b> <i>Note: Parental Leave does not allow for a substitute; if this leave is taken during instructional time, school administrator approves and arranges coverage.</i>			OR	
	<b>Date</b>	<b>Morning Only</b>	<b>Afternoon Only</b>	<b>Full Day absence</b>
<b>If you are a <u>BUS DRIVER/MONITOR</u>, complete this row as well for absences</b>				

**ALL LEAVE REQUEST FORMS MUST BE SIGNED BY THE EMPLOYEE AND THE APPROPRIATE SUPERVISOR.**

*\*All leave without pay requires prior approval by the supervisor; all leave without pay for more than one day consecutively, requires prior approval by the Human Resources Office.*

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Director of Human Resources: \_\_\_\_\_

*Required for Leave without Pay*