

MADRID-WADDINGTON CENTRAL SCHOOL

Request For Personal Leave

Personal Business Absence Form

I hereby request a leave of absence on \_\_\_\_\_.  
DATE

\_\_\_\_ Full Day  
\_\_\_\_ Half Day --- \_\_\_\_ AM \_\_\_\_ PM

I affirm that this request complies with the provisions of the contract. This leave is not being used for any purposes which can be dealt with outside regular school hours.

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

\_\_\_\_\_  
Please print your name

\_\_\_\_\_  
Date

**APPROVED BY:**

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lynn M. Roy, Superintendent

\_\_\_\_\_  
Date