

MADRID-WADDINGTON CENTRAL SCHOOL

MWTA

Request For Personal Leave

Personal Business Absence Form

I hereby request a leave of absence on _____.
DATE

_____ Half Day --- ____ AM ____ PM

_____ Full Day

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

Eric Burke, Superintendent

Date