

# MADRID-WADDINGTON CENTRAL SCHOOL

## Request For Personal Leave/Emergency Leave

**SRP**

### Personal Business Absence Form

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

Leave time: \_\_\_\_\_ **\*\*Must be 15 minute increments\*\***

Return time if applicable: \_\_\_\_\_

Total hours of leave: \_\_\_\_\_

**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**