

Lawrence County Educational Service Center

PERSONAL LEAVE FORM

Policy: All full time employees (or stated in the employee's contract) of the Governing Board of the Lawrence County Educational Service Center will be allowed a maximum of three days leave, with pay, to be used for necessary personal and or business matters during the contract year. A written request shall be submitted in **advance** to the employee's Administrator stating the reason or purpose of the leave and the date. The following conditions pertain to the taking of leave:

- 1) Personal leave shall be granted on a one-day-at-a-time basis
- 2) Personal leave shall not be accumulative from one year to another

Employee's Name _____

Date of one day leave _____

Reason for one day leave _____

Signature of Employee _____

Date _____

Administrator's Signature _____

Date _____