



**Paraeducator
Personal Leave Request Form**

Name _____ Date _____
(printed)

I am requesting Personal Leave for the following date(s):

Signature _____

Substitute needed? _____ Yes _____ No

Supervising Teacher _____ Approved ___ Denied ___

Principal(s) _____ Approved ___ Denied ___

Keystone Business Office _____ Approved ___ Denied ___

Please send Personal Leave Request Form to the Payroll Dept.

NOTE: Personal leave must be approved at least 5 days in advance. Shorter notice may be given in cases of emergency. Webster's dictionary defines emergency as a sudden, generally unexpected occurrence demanding immediate action. All emergency leave comes out of either sick or personal leave. The only difference between emergency and personal leave is that the employee may obtain verbal permission (phone) to take the emergency leave.

Approval must be received prior to taking personal leave.