

TUCKER COUNTY SCHOOLS  
Personal Leave Request

Any full-time employee of the Tucker County Board of Education wishing permission to be absent from work for the following reason:

A. Personal reasons as approved by the Superintendent or Supervisor.

For absence due to personal reason (A), pay may be allowed by the Superintendent of the Administrative Unit for a period not exceeding three days for the school year.

The following form shall be completed in triplicate and submitted to his/her immediate supervisor for approval, and the supervisor shall forward all three copies to the Superintendent for approval **PRIOR** to the absence of such employee. Upon approval by the Superintendent, two copies will be returned to the school, one for the employee and one for the supervisor.

I \_\_\_\_\_, of the \_\_\_\_\_  
request permission to be absent from my classroom/work station for personal reasons on:

\_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_ 20\_\_\_\_\_

Approved: \_\_\_\_\_  
Principal/Immediate Supervisor

Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Superintendent of Tucker County Schools

Date: \_\_\_\_\_