

RIDGEWOOD LOCAL SCHOOL DISTRICT

APPLICATION FOR PERSONAL LEAVE

Name _____ Position _____

Building _____ All Day _____

Date(s) Personal Leave Requested _____ AM _____

Unrestricted _____ Paid _____ PM _____

Unpaid _____

The Ridgewood Local Board of Education grants three working days per year with pay for personal leave which is not deducted from sick leave. The leave is non-accumulative. All arrangements for use of personal leave shall be made through the Superintendent's Office in reasonable time to allow employment of substitutes.

"I hereby affirm that the use of this leave is in keeping with the Personal Leave Policy."

Employee's Signature _____

Date _____

Approved _____ Principal's Signature _____

Disapproved _____ Date _____

Approved _____ Superintendent's Signature _____

Disapproved _____ Date _____