



**ADMINISTRATOR (Principal, Assistant Principal, Supervisor)**  
**VACATION/SICK/PERSONAL/CONTRACT DAY LEAVE REQUEST**

I would like to take the following: (check one)

Vacation\_\_\_\_\_ Personal Leave\_\_\_\_\_ Contract Day(s)\_\_\_\_\_ Sick\_\_\_\_\_

**\*\*\*Dates:** \_\_\_\_\_

**Total number of days absent:** \_\_\_\_\_

I will return to work on (date) \_\_\_\_\_

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Principal Signature\* Date

**School Name:** \_\_\_\_\_

**\*\*\*BUILDING DESIGNEE:** \_\_\_\_\_

**\*Principal's signature is required for AP Requests**

Turn in a "Request for Payment of Substitute Teachers" form to the appropriate Instructional Supervisor reporting number of vacation, personal or sick days used, etc. when you return. The form should remain in tact inclusive of the pink copy, which will be returned to you once the form is signed. You may retain the goldenrod copy for your records.

**RETURN TO: Appropriate Supervisor**

A copy will be returned to the employee.

**CENTRAL OFFICE USE ONLY**

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

**Action Taken:**      **Approved**\_\_\_\_\_      **Not Approved**\_\_\_\_\_

Reason: \_\_\_\_\_

Approval Signature: \_\_\_\_\_ Date \_\_\_\_\_