

**NELSONVILLE-YORK CITY SCHOOL DISTRICT  
EMPLOYEE LEAVE REQUEST FORM**

The following information must be completed:

- 1) Employee: \_\_\_\_\_ 2) \_\_\_\_\_ 20\_\_\_\_\_  
(Name) (Date)
- 3) Employee is required to sign under appropriate leave provision request.

**PERSONAL LEAVE**

By terms of contract, personal leave will not need justification or explanation, but at least a two (2) day notice will be given. Refer to the Master Agreement for any other contractual stipulations.

I certify that I am using this Personal Day in compliance with the Master Agreement.

Date(s) requested: \_\_\_\_\_

Signed: \_\_\_\_\_  
(District Employee)

**PROFESSIONAL LEAVE**

By terms of contract, requests for professional leave shall be filed with the building principal five (5) days prior to the date of such leave. Leave shall be granted only by the Superintendent and upon the recommendation of the building principal. Refer to the Master Agreement for other contractual stipulations.

Professional leave requests require the completion of the Professional Meeting Attendance Form (parts A & B) found on the reverse of this document.

Date (s) requested: \_\_\_\_\_

Signed: \_\_\_\_\_  
(District Employee)

**VACATION LEAVE**

By terms of contract, all twelve (12) month employees are entitled to and shall be granted vacation upon request. Refer to the Master Agreement for contractual stipulations.

Date(s) requested: From \_\_\_\_\_ to \_\_\_\_\_

Number of Days: \_\_\_\_\_

Signed: \_\_\_\_\_  
(District Employee)

**SICK LEAVE**

Date(s) requested: \_\_\_\_\_

Signed: \_\_\_\_\_  
(District Employee)

This request has been: ( ) approved ( ) rejected \_\_\_\_\_  
(Date) (Principal's/Supervisor's Signature)

This request has been: ( ) approved ( ) rejected \_\_\_\_\_  
(Date) (Superintendent's Signature)

