

Office of the Superintendent

Algonquin Regional High School

Temporary Leave of Absence Request Form

In accordance with Article IX, Sections 1 (a) & (b), I _____
am requesting to take a personal day on _____. This request falls into one or more of
the following categories (check all applicable):

_____ 4th or 5th (circle appropriate number) personal day – *48 hours in advance*

Reason for request: _____

_____ Personal day after May 15th – *48 hours in advance*

Reason for request: _____

_____ Personal day immediately preceding or following a vacation or holiday – *48 hours in advance*

_____ Religious holiday – *10 school days in advance*

This absence during school hours is required for:

_____ legal business _____ personal business _____ household matters

_____ family matters _____ sincerely held religious belief

NOTE: Requests for leave must be made in accordance with the time frames listed above except in the case of emergency. Personal days may not be taken immediately preceding or following a holiday or vacation. Requests for personal days immediately preceding or following a holiday or vacation must be submitted in the form of a letter to the Superintendent of Schools.

Employee Signature

Date

Superintendent of Schools Signature

Date