

MECKLENBURG COUNTY PUBLIC SCHOOLS

Boydton, Virginia 23917

REQUEST FOR LEAVE

-Use a separate form for different months-

REASON: (Check all that apply):

Vacation Day(s) _____ Dates: _____

Sick Day(s) _____ Dates: _____

Personal Day(s) _____ Dates: _____
Two days maximum

Business Day(s)** _____ Dates: _____
Two days maximum

Use the space below to:

State the reason for requesting business days.

Employee Name: _____

Employee Site: _____

.....
The above request (is, is not) approved.

Date: _____ Immediate Supervisor: _____

Note: When possible, seven days prior notice is requested for all types of leave.

**For business days, \$60.00 per day for CERTIFIED employees and \$15.00 per day for CLASSIFIED employees will be deducted from employee's payroll check.

FOR POLICY ON LEAVES, REFER TO NEWLY ADOPTED MECKLENBURG COUNTY SCHOOL BOARD POLICY MANUAL SECTION GCBD.