

SALMON RIVER CENTRAL SCHOOL DISTRICT
Fort Covington, New York 12937

NOTICE OF PERSONAL LEAVE

I, _____ will be absent from my
assigned duties on _____ for the
purpose of transacting or attending to personal, legal, or family matters which cannot be
conducted at times other than regular school hours.

I shall shall not (check one) need a substitute.

I am am not (check one) requesting full pay.

Date Signature of Employee

NOTE: Your personal leave record will not be charged if the school is closed due to an
emergency situation (snow day, etc.)

INSTRUCTIONS:

Notice of personal leave shall be given to the appropriate Principal at least one
day in advance, except in the case of emergency. The required advanced notice must
be given through the use of this form. In cases of emergency, where notification is given
by telephone, this form must be completed and forwarded to the appropriate Principal
without delay.

APPROVED

NOT APPROVED

Date Signature of Principal

Administrator will forward to Personnel Department