

Rock Hill School District Three of York County Request for Approval of Personal Leave Exceptions

This form is used to request approval of exceptions to personal leave:

- 1. on the last day before or the first day after a holiday; or*
- 2. during the first or last two weeks of school; or*
- 3. for unpaid days in excess of three (3) allowable personal leave days.*

(School)

To: _____
(Name of Immediate Supervisor)

From: _____ Today's Date: _____
(Name of Employee Requesting Leave)

Date(s) Requested for Personal Leave: _____
(Please be reminded that if you have used three personal leave days within this school year, you will be docked for any additional approved personal leave days.)

Reason for Leave Request: _____

For unpaid leave, I understand that my pay will be docked my daily rate for each day absent.

Signature _____

Approved: _____ Date: _____
(Immediate Supervisor)

Approved: _____ Date: _____
(Superintendent)

After signatures, copies to:
Employee
Supervisor
Payroll
Personnel
Superintendent File