

**Gallia-Vinton Educational Service Center
Personal Leave Application**

Employee Name _____ Date _____

I hereby request ___day(s) for (date[s]) _____ of personal leave to transact business that cannot be taken care of other than the working day.

(In no way is personal leave to be misconstrued as vacation.)

- A. Personal leave cannot be taken on the day before or the day after a school holiday, or during the last week of classes of the school year.
- B. Application for personal leave should be submitted to the Superintendent three (3) days in advance.
- C. Personal leave days shall not be used consecutively.

I hereby certify that this request be used only for personal business that **CANNOT** be transacted other than on a working day.

Signature of Employee

Date

To be completed by Superintendent:

Personal Leave day(s) granted _____

Personal Leave day(s) not granted _____

Signature of Superintendent

Date

Misuse of personal leave may result in the employee's salary being reduced on a per day basis.