

# COPLEY-FAIRLAWN CITY SCHOOLS

## Application for Personal Leave

Please complete this form and return it to your supervisor for approval. Maintenance workers' requests are approved by the Business Manager, cafeteria workers' by the Food Service Supervisor, and drivers' by the Transportation Supervisor. All others are approved by the building principal.

Name:	Date Completed:
Building:	Date(s) Requested:
Check the reason for the requested personal leave:	
<input type="checkbox"/> Legal – summons to appear in court or other governmental summons, personal legal business which cannot be conducted outside school hours, appearance as a witness.	
<input type="checkbox"/> House purchase – move into another house or apartment, problems in movement of furniture, banking transactions involved.	
<input type="checkbox"/> Weddings – family member or close friends.	
<input type="checkbox"/> Transportation of members of immediate family to or from college.	
<input type="checkbox"/> Graduations – attendance at high school or college graduation of son, daughter, wife, husband, or any other member of immediate family.	
<input type="checkbox"/> Special Awards – attendance for presentation to members of immediate family provided however, “special awards” do not include sales or promotional awards received by a bargaining unit member’s spouse.	
<input type="checkbox"/> Emergencies – in the home or car.	
<input type="checkbox"/> Personal business – any personal matter not included above.	
<input type="checkbox"/> Religious Holidays	
<input type="checkbox"/> Other good sufficient reasons as stated on back	
Falsification of the reasons for personal leave shall be grounds for discipline.	
I affirm that the leave requested will be (or has been) taken for the reason marked.	
Signature of Employee:	
<input type="checkbox"/> <i>I am requesting unpaid leave.</i>	Signature of Employee:
Supervisor Approval:	Supervisor Disapproval:
Principal Approval (when applicable):	Principal Disapproval (when applicable):
Superintendent Approval:	Superintendent Disapproval:

White – Treasurer’s Office    Yellow – Supervisor    Pink – Employee    Gold – Building Principal