

Armour School Distict 21-1

SICK, PROFESSIONAL, BEREAVEMENT, BUISNESS, PERMISSIVE & PERSONAL LEAVE

I hereby make application for leave for the day(s) I was/will be away from my duties:

Dates _____

Reason: (check one)

_____ **Sick Leave**

_____ **Business**

_____ **Bereavement**

_____ **Professional**

_____ **Related to current assignmen**

_____ **Not related to assignment**

_____ **Personal Leave:**

_____ **With Pay**

_____ **Reduced Pay**

DATE

SIGNATURE OF APPLICANT

DATE

SUPERVISOR'S SIGNATURE

REQUEST:

APPROVED

DENIED

DATE

BUSINESS MGR. OR SUPERINTENDENT