KINGSPORT CITY SCHOOLS

REQUEST FOR PERSONAL LEAVE - PROFESSIONAL PERSONNEL

All professional staff members may be granted leave for personal reasons not to exceed three (3) days per school year. Such leave shall be at the discretion of the teacher except under the following conditions which would require approval of the principal:

a. If more than ten percent (10%) of the teachers in any given school request its use on the same day;
b. If personal leave is requested during any prior established student examination period; or
c. If personal leave is requested on the day immediately preceding or following a holiday or vacation period.

Except in the event of an emergency, at least one (1) day's advance notice shall be given of intent to use personal leave.

I hereby request _____ day(s) of personal leave for the following day(s): _____
_____
_____

Reason (If applicable, per above): _____

_____

Days Allotted: _____
Days Used: _____

_____
Signature of Teacher **Date**

Approved: _____ Denied: _____

Principal's Comments: _____

_____

_____
Signature of Principal **Date**

REF: BOE Policy GCC
TCA 49-5-711

(Re-typed 8/03)