

Today's Date: \_\_\_\_\_

**GREENBURGH ELEVEN UFSD**

**PERSONAL LEAVE REQUEST FORM**

**SUPERVISORS, CLERICAL, AND MAINTENANCE STAFF**

**To Be Completed By Person Requesting Personal Leave:**

Name \_\_\_\_\_ Date (s) of Leave \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

School or Department \_\_\_\_\_

Personal leave at the beginning of each day must be in a minimum of a one hour block. Personal leave throughout the rest of the day must be in 30 minute blocks or half days.

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**To Be Completed By Secretary of Principal/Immediate Supervisor:**

\_\_\_\_\_ Staff Member's I.D.#

\_\_\_\_\_ PL Days taken to date (PRSNL + PL-N-APPR)

\_\_\_\_\_ PL Days left

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**To Be Completed By Immediate Supervisor and Superintendent:**

Supervisor: \_\_\_\_\_

\_\_\_\_\_  
Approval

\_\_\_\_\_  
Disapproval

\_\_\_\_\_  
Date

Superintendent of Schools: \_\_\_\_\_

\_\_\_\_\_  
Approval

\_\_\_\_\_  
Disapproval

\_\_\_\_\_  
Date

mb/plform

- (1) PINK - Preapproved to Staff;
- (2) YELLOW - Upon Approval to Staff;
- (3) WHITE - Upon Approval to Database Administrator.