

# PLYMOUTH COMMUNITY SCHOOL CORPORATION

## PERSONAL LEAVE

I hereby request that my absence from assigned duties occurring on \_\_\_\_\_  
and amounting to \_\_\_\_\_ day(s) be taken from my leave.

The reason and necessity for my absence is described as follows:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal

Request acknowledged: \_\_\_\_\_

\_\_\_\_\_  
Superintendent

Request not approved for reason stated:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent