

LA JOYA INDEPENDENT SCHOOL DISTRICT  
Personal Leave Request Form

This form is to be used when using 3 or more Personal Leave days consecutively. Personal Leave may not be taken for 3 or more days consecutively unless approved by the superintendent. A five day prior notice should be given to the Principal or supervisor unless there are extenuating circumstances. Personal leave will be considered approved by the supervisor if notice to the contrary is not given to the employee within 48 hours of the supervisor's receipt of request.

_____ Employee	_____ Employee ID Number
_____ Campus	_____ Position

Dates of Requested Leave \_\_\_\_\_

_____ Employee's Signature	_____ Date
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_____ Supervisor's Signature	_____ Date		Approved: <input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i>
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_____ Superintendent's Signature	_____ Date		Approved: <input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i>
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