

**SURRY COUNTY PUBLIC SCHOOLS
SURRY, VIRGINIA
APPLICATION FOR APPROVAL OF PERSONAL LEAVE**

File, in triplicate, with principal or immediate supervisor. One copy is for the personnel file and one is to be returned to the employee.

NAME OF EMPLOYEE: _____

NAME OF
SCHOOL/LOCATION: _____

I WISH TO BE ABSENT FROM MY POSITION ON:

(Date)

SIGNED: _____

DATE: _____

=====

APPROVED: YES _____ NO _____ DATE: _____

PRINCIPAL/SUPERVISOR: _____ DATE: _____

SUPERINTENDENT/
SUPERINTENDENT'S DESIGNEE: _____ DATE: _____