

BRAZOS INDEPENDENT SCHOOL DISTRICT

**PERSONAL LEAVE REQUEST**

DAY AND DATE PERSONAL LEAVE WILL BE TAKEN

DAY:

DATE:

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\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date submitted

\_\_\_\_\_  
Administrator Signature

Approved: \_\_\_\_yes \_\_\_\_no

NOTE: Personal leave may be taken two days consecutively and must have 3 day prior approval by principal or superintendent.

Revised August 17, 2015