

WASHINGTON COUNTY BOARD OF EDUCATION  
P. O. BOX 1359  
CHATOM, ALABAMA 36518

REQUEST FOR PERSONAL LEAVE

EMPLOYEE \_\_\_\_\_

POSITION \_\_\_\_\_

DATE(S) REQUESTED FOR  
PERSONAL LEAVE:

NO. OF HOURS  
TO BE TAKEN:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
DATE

ACTION OF SUPERINTENDENT: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

Comments: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date