



Board Of Cooperative Educational Services
Sole Supervisory District
Franklin-Essex-Hamilton Counties

REQUEST FOR PERSONAL LEAVE - CSEA

I, _____ in accordance with Article X,
Employee's Name
Section C, Paragraph 1 of the Negotiated Agreement will be absent from my
assigned duties on _____ for personal reasons.
Date(s)

This leave is for the purpose of transacting or attending to personal or legal
business which cannot be conducted after regular working hours and is not for
vacation or recreational purposes.

Employee Signature: _____ Date: _____



Instructions: Except in cases of emergencies, the employee requesting the leave will give the appropriate administrator/supervisor written notice of his/her intention to take this leave at least two (2) days in advance of the day he/she proposes to be absent. Send the completed form to your administrator/supervisor. In cases of emergencies, notify your administrator/supervisor by phone and follow with the completed form as soon as possible thereafter.



Request for personal leave approved by: _____
Administrator/Supervisor

Date