

BUTLER COUNTY SCHOOLS  
GREENVILLE, ALABAMA 36037

*ANNUAL LEAVE PERSONAL LEAVE REQUEST FORM*

I would like to request permission to be absent from work on the following date(s):

\_\_\_\_\_

Reason: (Please check one.)

\_\_\_\_\_ a. Personal leave (two days per year allowed);

\_\_\_\_\_ b. Annual leave (twelve month employees);

\_\_\_\_\_ c. Personal reasons for which I do not expect pay;

\_\_\_\_\_ d. Scheduled physician/dentist appointment

\_\_\_\_\_ e. other (please specify) \_\_\_\_\_

\_\_\_\_\_  
Name (please print)

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (as applicable)

\_\_\_\_\_  
Date

APPROVAL

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

*This form must be approved by superintendent prior to employee using personal annual leave. For professional leave, an approved travel request form will serve as proof of permission granted.*