

Employee Number	Last Name	First Name	MI
Signature	Building Location(s)		FTE

TEACHER'S PERSONAL – EMERGENCY – 10 YR. SENIORITY – LEAVE REQUEST FORM

I hereby request a Personal – Emergency Leave – 10 yr. Seniority day – under the provision of Article XIV, Section 2, in the Teachers' Working Agreement (See contract language for full details)

I will be absent on	Date (s)	as personal leave.	full day half day
I will be absent on	Date (s)	as personal leave with sub deduction (Extending a scheduled break more than one day).	full day half day
I will be absent on	Date	as a 10 yr. seniority day.	full day half day
I will be absent on	Date (s)	as full dock day.	full day half day

School	Signature of Principal	Date Received by Principal
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**FORWARD IMMEDIATELY TO THE EMPLOYEE SERVICES DEPARTMENT, ESC.
Questions – Contact Karen Black, 506-1090**

Revised 7/16

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