

HEDLEY ISD – REQUEST FOR LEAVE

Today's Date: _____

This request should be filled out one week in advance, if possible.
(School related or personal)

School related _____ State/Personal _____

Local personal _____ (this is the one you pay for and can only carry 2 to the next year.)

Name: _____

Date for which leave is requested: _____

Reason for leave: _____

Comments: _____

Employee Signature: _____

Principal's Signature: _____

Approved: _____ Not Approved: _____

Comments: _____

Today's Date: _____