

Al-Huda School

Personal Leave Request

Today's Date: _____

(Leave requests will be considered for dates one week after today's date)

Name: _____

Position: _____

Date(s) Of Leave Request: _____

If only part of a day, please state the times missed: _____

Reason: _____

NOTE: ALL SUBSTITUTE MATERIALS MUST BE READY WITH APPROPRIATE LESSON PLANS, WORKSHEET COPIES, AND OTHER INSTRUCTIONS BEFORE THE LEAVE DATE.

Employee Signature: _____ Date: _____

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For Office Use

Granted

Denied

Comments: _____

Principal's Signature: _____ Date: _____