

# RALEIGH COUNTY SCHOOLS REQUEST FOR PERSONAL LEAVE

**NAME:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**ASSIGNED SCHOOL /DEPARTMENT:**

I hereby certify that I was absent on the following date(s) for the reason(s) indicated in accordance with the provisions of Raleigh County Board of Education personal leave policy **GBRI-R:**

**I. EX DAYS: (Doctor's excuse and /or statement of Certification required)**

Total Days Claimed: \_\_\_\_\_  
 Dates of absences: \_\_\_\_\_

**II. N/E DAYS: (Without Doctor's Excuse)**

Total Days Claimed: \_\_\_\_\_  
 Dates of absences: \_\_\_\_\_

**III. D/F DAYS: (Death in Family)**

	_____	_____
	Name	Relationship

Total Days Claimed: \_\_\_\_\_  
 Dates of absences: \_\_\_\_\_

**IV. WC DAYS: (without cause)**

Total Days Claimed: \_\_\_\_\_  
 Dates of absences: \_\_\_\_\_

**V. F/I Days (Family Illness)**

	_____	_____
	Name	Relationship

Total Days Claimed: \_\_\_\_\_  
 Dates of absences: \_\_\_\_\_

**VI. ABSENT (Without Pay)**

Total Days Claimed: \_\_\_\_\_  
 Dates of absences: \_\_\_\_\_

**NOTE:** If you are unsure of availability of personal leave balances, please refer to the bottom of your last check stub ending balances, review your Individual Personal Leave Summary, check with your work location or call the payroll office. EX and D/F days are taken from your (P200 personal leave balance). If a day is recorded that is not available, our computer program automatically docks your pay for that day.

	/	/	
Employee's Signature	Date		
	/	/	
Principal/Supervisor's Signature	Date		

Personal leave request forms and supporting documentation (doctor's excuses & family leave certifications), must be maintained at the employee's work location in support of the Individual Personal Leave Summary and be available for inspection by the Internet Auditor. All audited leave request forms beyond the prior school year may be disposed of in the proper manner. REVISED 5-01-08