

Dickson County Board of Education
817 North Charlotte Street
Dickson, TN 37055
(615) 446-7571
Fax # (615) 441-1375

Personal Leave Request

Name: _____

Date(s) of Leave: _____ Total # of days: _____

You MUST check one:

This leave will be: Personal Day

Without Pay

Other (specify) _____
(military, jury duty, etc)

Additional comments: _____

Signature Date

Name of substitute teacher: _____

Your request for personal leave has been: Approved

Disapproved

Reason for disapproval: _____

Principal's or Supervisor's signature Date

Number: 2.8750
Contract Cross Reference: Article XVI

Created/Edited: 2/8/07
Board Policy Cross Reference: 5.1033, 5.3030