



DICKSON COUNTY SCHOOLS
Sick Leave Request Form

All employees must fill out two copies each time sick leave is used and turn it in on the first day of return to work. The Principal must forward one copy to the Superintendent's office with each monthly report (same as request for the personal leave and release day forms). Put the number of days absent under "sick-self" or "other," and indicate if the sick leave will be taken without pay.

Employee's Name: _____

Date Absent	Substitute's Name	Sick-Self	Other (relation)	Check if w/o pay

Employee's Signature

Date

Principal's or Supervisor's Signature

Date