

PALMYRA AREA SCHOL DISTRICT

PERSONAL LEAVE REQUEST

Personal leave is requested as permitted under Article IV, Section 4.02 of Collective Bargaining Agreement by and between Palmyra Area School District and Palmyra Area Education Association.

Personal leave must be requested at least two (2) days prior to the date of the leave.

The Employer may restrict the number of employees taking personal leave per day as indicated in Article IV, Section 4.03.

Date of Personal Leave Requested _____

Date of Request _____ Building _____

Signature of Employee _____

() Approved

- (a) Not Approved – Exceeds limitation of Article IV, Section 4.03
- (b) Not Approved – Request Late
- (c) Not Approved – Prohibited Day
- (d) Not Approved – Entitlement Previously Used

Date

Employer Representative