

**STRATHMORE HIGH SCHOOL – REQUEST FOR PERSONAL LEAVE**  
(to be completed for all absences other than medical)

Date: \_\_\_\_\_

Name: \_\_\_\_\_

I am planning to be absent on:

\_\_\_\_\_ (AM/PM/all day)  
(dates)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Principal's Approval

**Note:** This form is to be completed and given to me as soon as you become aware that you will be absent from your regular duties at SHS.

Gary T. Reagan