

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