

**Brady Elementary
Request for Personal Leave/Early Check-Out**

Requests for personal leave need to be completed and turned in to the office **5 days in advance of the anticipated absence. Use of discretionary personal leave shall be considered granted unless the principal notifies the employee to the contrary within 48 hours of the requested absence.

**Requests for leaving early need to be turned in to the office as soon as possible. (5 day notice does not apply when leaving at 2:30 or later) Leaving early needs to be used for doctor appointments, emergency situations, and traveling long distances for child(ren)'s extra-curricular activities.

Name

Date

Number of Days

Dates of Absences

Reason for Absence

Substitute Preference

Teacher Signature

Date

Principal's Signature

Approved

YES

NO