

Southeast Fountain School Corporation

744 East U.S. Highway 136
Veedersburg, IN 47987

REQUEST FOR PERSONAL / GENERAL LEAVE

Name: _____ Today's Date: _____

Leave Requested: _____ Personal _____ General (without pay)

Date(s) of Requested Leave: _____

Reason for leave: _____

Employee Signature

_____ Approved _____ Disapproved _____
Bldg. Administrator Signature

To: _____ Date: _____

Your request for _____ Personal _____ General leave on _____ is

_____ Approved _____ Disapproved _____ With Pay _____ Without Pay

Superintendent Signature