

# Leave Request Form Madison Central High School

Teacher's Name \_\_\_\_\_  
(Please Print)

Today's Date \_\_\_\_\_

I would like to take \_\_\_\_\_ day(s) of    sick    personal    **professional\***  
(Circle One)

I will be out on these dates: \_\_\_\_\_

"I have read the leave policy in the Appendix of the Madison County School's Teacher Handbook. The leave I have requested is in accordance with this policy."

Teacher's Signature \_\_\_\_\_

\*Approved by \_\_\_\_\_

***\*Professional leave must be approved in advance by Edith Mitchell.***

\*All other leave - approved in advance (when possible) – **William White**

### Checklist for Leave Request

\_\_\_\_\_ Submit Leave Request Form to appropriate principal.\* (Keep a copy for yourself.)

\_\_\_\_\_ Secure a board-approved substitute.

\_\_\_\_\_ Give substitute's name and date of absence to Mr. White and Mrs. McMullen.

\_\_\_\_\_ The week of your absence, please note the Sign-In Sheet in teacher's lounge. Write in the block for the day you are absent **what kind of leave should be charged (sick, personal, or professional)**. This may be done before you leave, or after you return, but no later than 8:00 a.m. on Monday of the following week.

***\*All professional leave must be approved in advance by Edith Mitchell.***