



**GREEN TREE SCHOOL  
PERSONAL LEAVE REQUEST FORM**

**Employee**

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

Name of Employee: \_\_\_\_\_

Date(s) of Personal Leave: \_\_\_\_\_

Time Requested: From \_\_\_\_\_ To \_\_\_\_\_  
(if less than full day)

**Coordinator**

Approved:  Yes  No Date: \_\_\_\_\_  
(As the Coordinator, I have verified the employee has available personal leave.)

Reason(s) For Not Approving Personal Leave Request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name of Coordinator: \_\_\_\_\_

Signature of Coordinator: \_\_\_\_\_

\*Request for Personal Leave requires one (1) week's notice for scheduling purposes.