

**MINFORD LOCAL SCHOOLS
PERSONAL LEAVE REQUEST FORM**

This is a request for a Personal Business Day as permitted in Section 9.01 of the Rules and Regulations dated October 1973. **Personal Business Day** is defined as a day needed to transact essential business that cannot be transacted outside of working hours by any other person.

DATE REQUESTING PERSONAL LEAVE _____

PLEASE STATE REASON LEAVE IS REQUESTED _____

DATE _____ **SIGNATURE** _____

Please complete three copies for each request

1 – Building Principal 1 – Superintendent’s File 1 – Employee’s Copy