

**Click the question mark for instructions on filling out form**


**PLYMOUTH COMMUNITY SCHOOL CORPORATION**

PERSONAL LEAVE – 3430F1


I hereby request that my absence from assigned duties occurring on \_\_\_\_\_  
and amounting to \_\_\_\_\_ day(s) be taken from my leave.

The reason and necessity for my absence is described as follows:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher – Digital Signature  
Email to Principal 

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal – Digital Signature   
Approved  
Not Approved  
Email to Payroll Specialist @  
Administration Office

Distribution: Building Secretary, Staff Member

# of Personal Days Used:

Recorded:

Date:

Distribution after approval: Building Secretary, Staff Member  
(revised: 4/11)