**Personal Leave Request**

I request personal leave for the following day(s): .

The day(s) listed above will be deducted from accumulated days of personal leave. OSEC will pay the substitute for these days. A day’s pay will be deducted for any additional days taken.

Employee Signature: Date:

Dir./Bus. Mgr. Signature: Date:

I am requesting payment of days at $50 per day for my unused personal leave (per 2010-2011 school year negotiated agreement). I am making this request before May 15th, per the OSEC Policy Manual.

Employee Signature: Date:

Updated 07/19/2022