



Board Of Cooperative Educational Services  
Sole Supervisory District  
Franklin-Essex-Hamilton Counties

**REQUEST FOR PERSONAL LEAVE - CSEA**

I, \_\_\_\_\_ in accordance with Article X,  
*Employee's Name*  
Section C, Paragraph 1 of the Negotiated Agreement will be absent from my  
assigned duties on \_\_\_\_\_ for personal reasons.

*Date(s)*  
This leave is for the purpose of transacting or attending to personal or legal  
business which cannot be conducted after regular working hours and is not for  
vacation or recreational purposes.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Instructions:** Except in cases of emergencies, the employee requesting the leave will give the appropriate administrator/supervisor written notice of his/her intention to take this leave at least two (2) days in advance of the day he/she proposes to be absent. Send the completed form to your administrator/supervisor. In cases of emergencies, notify your administrator/supervisor by phone and follow with the completed form as soon as possible thereafter.

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Request for personal leave approved by: \_\_\_\_\_  
*Administrator/Supervisor*

\_\_\_\_\_  
*Date*