

**Currituck County Schools
Leave Request Form**

Date:

To:

From:

Subject: Request for LEAVE

I would like to request (check the leave that applies to your request):

Personal leave (teachers only) ____

Annual leave ____

Jury Duty leave ____

Sick leave ____

Staff Development leave ____

National Boards (3-days) ____

No-pay ____

Child Involvement - (4 hours per school yr.) ____

Comp time (non-certified staff) ____

This leave request would cover the following day(s):

Thank you.

Employee signature

Approved: _____ Denied: _____

Principal/Supervisor Signature

If denied please state the reason:

Form must be turned into your school secretary!