Forest Hills Public Schools PERSONAL LEAVE FORM

	() AM () PM
I request personal leave on	Teachers, counselors, itinerants, etc., Please enter all absences into AESOP.
PRINT NAME	Confirmation # (Must have for all absences, even if a substitute is not needed.)
Signature Da	ate
Employee ID# Building/Dept	
Supervisor's Signature	Date
IF YOUR PERSONAL LEAVE BANKS HAVE BEEN DEPLETED, THIS TIME WI	LL BE DEDUCTED FROM YOUR PAY.
SEND ORIGINAL TO PAYROLL SCHOOL/DEPT: SHOULD MAKE AND RETAIN A COR	
	Rev. 7/11
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