

Forest Hills Public Schools  
PERSONAL LEAVE FORM

( ) AM ( ) PM

I request personal leave on \_\_\_\_\_

Teachers, counselors, itinerants, etc.,  
Please enter all absences into AESOP.

Confirmation # \_\_\_\_\_  
(Must have for **all** absences, even if a  
substitute is not needed.)

PRINT NAME \_\_\_\_\_

Signature

Date

Employee ID#

Building/Dept

Supervisor's Signature

Date

**IF YOUR PERSONAL LEAVE BANKS HAVE BEEN DEPLETED, THIS TIME WILL BE DEDUCTED FROM YOUR PAY.**

**SEND ORIGINAL TO PAYROLL SCHOOL/DEPT: SHOULD MAKE AND RETAIN A COPY**

**P2**  
Rev. 7/11

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