



GREENVILLE COUNTY
SCHOOLS
Where enlightening strikes

LEAVE REQUEST FORM

I request approval of leave or have been absent for the following reason(s):

- Personal Illness (PersIll)** # of Hours _____ Date(s) _____
- Family Illness (FamIllns)** # of Hours _____ Date(s) _____
- Bereavement (Bereavmt)** # of Hours _____ Date(s) _____
- Vacation (Vacation)** # of Hours _____ Date(s) _____
- Personal Leave (PersLve)** # of Hours _____ Date(s) _____
- Jury Duty/Legal Matter (JuryLegl)** # of Hours _____ Date(s) _____
- Military Leave (MilLeave)** # of Hours _____ Date(s) _____
- Professional/Business Leave (ProfBusLve)** # of Hours _____ Date(s) _____
- Out of County Travel**
- Other** _____ # of Hours _____ Date(s) _____

Comments: _____

Requested By _____ Employee ID # _____

School/Department _____ Date _____

Approved By _____ Date _____

Upon form approval, leave time must be entered into TimeLink. Principals or Supervisors are to ensure that leave time is approved in TimeLink. All out of county travel must be approved in advance according to District procedures. All leave is taken in accordance with Board Policy.