

McBean Elementary School

1165 Hephzibah-McBean Road
Hephzibah, Georgia 30815
(706) 592-3723 ~ Fax: (706) 592-3729

Dr. Janina C. Dallas
Principal

Office use only:
Payroll Period Ending: _____
Time: _____

Name:
Date:

I am requesting the following leave:

Type of Leave	Number of Day(s)	Leaving	Returning	Date(s) Absent
Personal Leave				
Sick Leave				
Vacation				
Comp. Time				

If your are requesting to leave for a portion of the workday, please indicate time leaving and/or returning.

Employee Signature:

Date:

Approved:	Denied:
Signature-Principal	Date: