

**Pre-Approved  
ANNUAL LEAVE REQUEST  
for 12-month Employees**

*Board Policy states that all twelve-month employees have ten (10) days of annual leave.  
These days are to be approved in advance by the Immediate Supervisor and by the Superintendent.*

I am requesting pre-approved annual leave days:

*Employee:* \_\_\_\_\_

*Job Position:* \_\_\_\_\_

*Date of Annual Leave Days:* \_\_\_\_\_

*Number of Annual Leave Days Requested:* \_\_\_\_\_

\_\_\_\_\_  
Signature of Employee Requesting Annual Leave Days

\_\_\_\_\_  
Date

**FOR IMMEDIATE SUPERVISOR USE ONLY**

*The request for annual leave days has been:*      **APPROVED** \_\_\_\_\_      **DENIED** \_\_\_\_\_

\_\_\_\_\_  
Signature of Immediate Supervisor

\_\_\_\_\_  
Date

**FOR SUPERINTENDENT USE ONLY**

*The request for annual leave days has been:*      **APPROVED** \_\_\_\_\_      **DENIED** \_\_\_\_\_

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Date

**FOR EMPLOYEE USE ONLY**

*Please fill out this section and submit the form to the Personnel Manager within 2 days after return.*

Number of annual leave days actually taken: \_\_\_\_\_

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date