

# The Board of Education of Worcester County

## ANNUAL LEAVE REQUEST FORM

Employee: \_\_\_\_\_  
(Please Print)

### REQUESTED LEAVE DATES

Full or Half Day	DAY	DATE	Full or Half Day	DAY	DATE

\_\_\_\_\_  
Employee Signature                      Date                      Approval Signature                      Date

1. Leave form must be submitted to the immediate supervisor prior to the dates of requested leave.
2. Leave must be approved as follows:
  - a. Assistant Superintendents and Principals – By Superintendent
  - b. Central Office Instructional Support Team – By Asst. Superintendent for Instruction
  - c. Central Office Administration Support Team – By Asst. Superintendent of Admin.
  - d. Central Office Clerical Staff – By Immediate Supervisor
  - e. School Based 12-Month Personnel – By Principal
  - f. Central Maintenance Staff – By Supervisor of Maintenance & Operations
3. After you acquire the proper signature for approval, please file a copy of the request for annual leave with the Payroll Clerk for your school or department. The Payroll Clerk is responsible for accurately recording the use of annual leave and retaining the approved annual leave forms. The attendance register prepared at each school or department is the official record of attendance for all employees.
4. Each employee should review annual leave charged on each payroll stub. If your pay stub contains incorrect information, it will be your responsibility to notify the Payroll Clerk in your school or department in writing no later than sixty days from that date. Failure to do so may result in annual leave being charge improperly against you.