

# EAST WINDSOR PUBLIC SCHOOLS

## APPLICATION FOR LEAVE

*Please fill out this form electronically and email it to your building administrator.  
Provided you have the personal leave when entered into Kelly Services, your leave will be approved.*

EMPLOYEE'S NAME \_\_\_\_\_ SCHOOL \_\_\_\_\_

POSITION \_\_\_\_\_

EMPLOYEE'S SIGNATURE \_\_\_\_\_ DATE OF REQUEST \_\_\_\_\_

### PERSONAL LEAVE

**(Please select Certified or Classified and fill out requested information under your selection)**  
**This request must be received in the School Office at least 3 days prior to the leave, except in unusual situations.**  
**Personal leave cannot be used to extend vacation periods or holidays.**

**Certified Personnel:** Consult Article 21 in EWEA Contract

# of Personal Days taken to date: \_\_\_\_\_ (It is the employee's responsibility to ensure accuracy)

Date(s) of Leave Requested:	Comments:	Request is for:	Full Day	Half Day
				AM
				PM

Substitute Needed:            YES            NO

Kelly Conf. #: \_\_\_\_\_  
(required)

**Classified Personnel:** Consult Article XV in the Classified Contract

# of Personal Days taken to date: \_\_\_\_\_ (It is the employee's responsibility to ensure accuracy)

Date(s) of Leave Requested:	Comments:	Request is for:	Full Day	Half Day
				AM
				PM

Substitute Needed:            YES            NO

Kelly Conf. #: \_\_\_\_\_  
(required)