



PAMLICO CHRISTIAN ACADEMY

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Email: office@pamlicochristianacademy.org
Web: PamlicoChristianAcademy.org

Personal Leave Request Form

Name: _____

Today's Date: _____

Date Leave Begins: _____

Time Leave Begins: _____

Date Back to Work: _____

Time Back to Work: _____

Total Number of Hours Requested: _____

Need Sub? Yes _____ No _____

Sub Arrangement/Preference: _____

Reason for leave request:

Head of School or Designee Approval: _____