



# COOK COUNTY SCHOOL DISTRICT 130

## Human Resources Department

12300 S. Greenwood Avenue  
Blue Island, IL 60406

Telephone: (708) 385-6800  
Facsimile: (708) 385-8467

### Request for Personal Day(s)

Request for paid personal leave must be made at least two days in advance of the desired time of such leave. Personal leave will only be granted for personal business that cannot be conducted outside of the workday. Please complete this form and submit it to your supervisor for approval.

After the supervisor has approved/denied and signed the request form, a copy will be emailed to the Office Coordinator in the Human Resources Department and the employee. If the personal leave request is approved, the employee will be responsible for entering the absence in the Absence Management system and the supervisor will be responsible for approving the absence in the system.

Date of Request: \_\_\_\_\_

Employee's Name: \_\_\_\_\_ Building/Department: \_\_\_\_\_

I am requesting the following date(s) for personal leave \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

Please indicate the reason for your personal leave request below:

- |  |   |
|--|---|
| <input type="checkbox"/> Household: Delivery of Goods  | <input type="checkbox"/> House Closing                      |
| <input type="checkbox"/> Automobile  | <input type="checkbox"/> Legal                              |
| <input type="checkbox"/> Functions: Parent/Teacher Conferences/field trip chaperone, events at child's/grandchild's school |   |
| <input type="checkbox"/> Religious   | <input type="checkbox"/> Other: Provide a short description |
|  | _____   |
|  | _____   |

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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#### \* For completion by the Supervisor

- This request has been approved.
- This request has been denied.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date