

CERTIFICATED ONLY

BAKERSFIELD CITY SCHOOL DISTRICT

Education Center - 1300 Baker Street
Bakersfield, California 93305
Personnel Services

REQUEST FOR PERSONAL BUSINESS LEAVE

To be deducted from Personal Necessity Leave

Date Submitted _____

Time Submitted _____

Name _____
(Please Type or Print)

Employee I.D.# _____
Obtain I.D.# from your site secretary)

School/Department _____ Position _____ Grade _____

Dates to be absent from duty _____ Time duty day begins _____

I certify that this day requested as Personal Business Leave will not be used for personal gain, any job action, the withholding of services from the District, or **for the purpose of extension of a weekend, holiday, or vacation period.**

Employee Signature _____

I certify that the Request for Personal Business Leave was receive no later than the date of submission listed above.

Principal/Department Head Signature

Date

For Personnel Services Use Only:

DISPOSITION

_____ Approved/24 hour requirement met

_____ 24 hour requirement **not** met/Unit member may request Personal Necessity leave or other leave of absence

Assistant Superintendent, Personnel Services

Payroll School/Department Employee

INSTRUCTIONS:

1. REQUEST FOR PERSONAL BUSINESS LEAVE forms available from Personnel Services
2. Request must be signed by employee and principal/department head
3. Submit request to Personnel Services

Personnel Services will return signed copy to site following determination.