

# **NORTH READING APPLICATION FOR LEAVE**

NAME: \_\_\_\_\_

FROM: \_\_\_\_\_ THROUGH: \_\_\_\_\_

TIME USED: (CIRCLE ONE)

VACATION

SICK

PERSONAL TIME

OTHER

EXPLANATION, IF NECESSARY: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_

APPROVED: \_\_\_\_\_

DATE: \_\_\_\_\_