

Philadelphia Academy Charter School
Request to Use Leave

Employee _____ Position _____

Date ___/___/___ Reason _____

Date ___/___/___ Reason _____

Date ___/___/___ Reason _____

Date ___/___/___ Reason _____

Date ___/___/___ Reason _____

Date ___/___/___ _____
Employee's Signature

Date ___/___/___ _____
Principal's Signature

Business Office
Period Ending: _____ Pay Date: _____