

EGG HARBOR TOWNSHIP BOARD OF EDUCATION
13 Swift Drive
Egg Harbor Township, NJ 08234
PERSONAL LEAVE REQUEST

Name: _____ School: _____

Position: _____ Principal: _____

Original Date of Hire in District: _____

DATES OF LEAVE REQUESTED: _____

ANTICIPATED DATE OF RETURN: _____

DATE OF LAST WORK DAY: _____

ACKNOWLEDGE LEAVE WILL BE WITHOUT PAY _____ (Initial)

Please note type of leave you are requesting:

Consecutive Intermittent* Reduced*
*Intermittent or Reduced leave must be approved by your Principal/Supervisor

Reason for Requested Leave: _____

Has your Principal/Supervisor been made aware of your request? Yes No

Employee's Signature

Date

Principal/Supervisor's Signature (if required)

Date

Human Resources Director

Date

PLEASE FORWARD TO DIRECTOR OF HUMAN RESOURCES

Doctors Note Received: _____

Letter to Board Received: _____

Board Approval Date: _____

Personal Leave

(Needs Board approval)

- Personal Leave paperwork is located in the main office of every school and on the district webpage under Faculty & Staff “frequently needed forms”
- Please Include and Complete the following:
 - Personal Leave Form
 - Letter addressed to Dr. Kimberly Gruccio, Superintendent, requesting a Personal Leave with specific dates the leave is to span
- This will be an unpaid leave only

Please return the above information to Aimee Frye, at the Board of Education Office

Any questions: fryea@eht.k12.nj.us

Fax 609-601-2794
