

# VALLEY VIEW PUBLIC SCHOOLS

## Division of Human Resources

### Administrator Personal Leave Reporting Form

This form is to be completed when reporting personal leave. Once completed the Administrator should send the form to his or her immediate supervisor. The supervisor will disburse the copies sending the original to Human Resources.

\_\_\_\_\_  
Administrator Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
School/Department (Print)

\_\_\_\_\_  
Date(s) reported

***NOTE:***

The Administrator's immediate supervisor should be notified before the use of personal leave. In emergency situations notification should be given and reported upon the administrator's return to work.

***DISTRIBUTION:***

Original to Human Resources; copy to Administrator, copy to Immediate supervisor.

***TSSI REPORTING:***

In addition to this form, you will also have to call 815-886-7837 to report this absence.