



Request for NQA and Personal Necessity Leave

In Conformity with

Article 10 of CSEA Bargaining Unit Agreement and AR 4261.2 Personal Leaves

Date: _____

To: Wendy Hernandez, Preschool Supervisor

From: _____

Name (Print)

Site/Department

Job Title

___ AM ___ PM ___ Full Day

I, _____, request to use NQA and Personal Necessity for the following reason: _____.

I plan to be off work on _____ from _____ to _____.
Date(s) Time Time

I request to use the following:

___ NQA PN days ___ PN days ___ Unpaid Leave – Dock days (indicate number of days)

Employee's Signature

Date

For Preschool Office Use Only

___ Approved as requested ___ Denied – Reason: _____

Supervisor Signature

Date

___ Sub Required – Sub Name: _____

___ No Sub Needed – Reason: _____

___ Copy Sent To Site Secretary

Leave Entered: _____

Pay Period Month: _____