



**Helena Flats School District #15  
Professional/Personal Leave Request**

*Professional and Personal leave must be approved **before** the day you plan to be gone. Not more than four (4) certified staff members may be gone on the same day and only one day may be used before or after holidays longer than one day when using Personal leave. Before leave can be approved, you must arrange for your substitute.*

*Today's Date:*

*Name:*

*Date(s) of absence:*

*Sub:*

*Approved by:*

*Not approved:*

*Reason for non-approval:*