

Personal or Professional Day Request

LOLA Members

Name	School	Date Requested	Full Day	Half Day
<b>Date Submitted</b> <i>(must be 24 hours in advance except in cases of emergency)</i>				
Please circle the category of use:  <div style="display: flex; justify-content: space-around;"> <span>Personal</span> <span>Professional</span> </div>				
Please state reason:  				
<i>Personal Leave Allowable leaves under LOLA Contract: Death in the family or attendance at funerals; personal and/or legal reasons; illness in the immediate family, attendance at graduation exercises of self, spouse, children.</i>				
<i>Professional Leave Allowable leaves under LOLA Contract: attendance at professional meetings or conferences; visitations to other schools.</i>				
<hr style="width: 40%; margin-left: 0;"/> Employee's Signature <span style="float: right; margin-right: 40%;"> <hr style="width: 40%;"/>                     Date                 </span>				
<ul style="list-style-type: none"> <li>○ Your request has been approved.</li> <li>○ Your request has not been approved for the following reason:</li> </ul> <hr style="margin-top: 10px;"/> <hr style="margin-top: 10px;"/>				
<hr style="width: 40%; margin-left: 0;"/> Supervisor's Signature <span style="float: right; margin-right: 40%;"> <hr style="width: 40%;"/>                     Date                 </span>				