

PICKAWAY COUNTY EDUCATIONAL SERVICE CENTER
2050 Stoneridge Drive, Circleville, OH 43113
Phone 740-474-7529 Fax 740-474-7251

SICK AND PERSONAL LEAVE REQUEST FORM

Pickaway County ESC staff members are to sign and return this form to the treasurer.

Employee _____

SICK LEAVE

Number of sick days _____

Dates of absence(s) _____

Cause of absence(s) _____

PERSONAL LEAVE

Number of personal days _____

Dates of absence(s) _____

Cause of absence(s) _____

Employee Signature/Date

Approved

Disapproved

Superintendent's Signature/Date