



# TAZEWELL-MASON COUNTIES SPECIAL EDUCATION ASSOCIATION

Administrative Office  
300 Cedar St., Pekin, IL 61554

## Application for Personal Leave

I hereby apply for \_\_\_\_\_ day(s) of personal leave to be taken on \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Month Day Year

\_\_\_\_\_  
Signature of Employee Date

## Application for Vacation Leave (12 month employees only)

I hereby apply for \_\_\_\_\_ day(s) of vacation leave to be taken from \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Month Day Year  
until \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Month Day Year

\_\_\_\_\_  
Signature of Employee Date

### For Administrative Office Completion

Time Received: \_\_\_\_\_

Date Received: \_\_\_\_\_

Received by (Initials): \_\_\_\_\_

Approved     Disapproved \_\_\_\_\_  
Director Date

Upon completion the employee should turn in this form to the TMCSEA Administrative Office. An employee planning to use a personal business day shall notify his/her supervisor in writing at least one week in advance, except in cases of emergency. All personal day approvals proceeding and following holidays are subject to the availability of substitutes. No more than three (3) employees shall be on personal business leave at one time. A copy of approved or disapproved request(s) will be sent to the employee, program coordinator and personnel file.