

**WORTHINGTON SCHOOLS
Certified Personnel**

Request For Religious Leave

Section I (To be completed by staff member requesting leave)

Name _____ Building _____ Date _____

Date(s) Involved _____

Please outline in the following space how you plan to make up the day(s) involved:

Signature of Staff Member _____ Date _____

Section II (To be completed by the principal or supervisor)

I have reviewed the plan outlined above and approve it.

Signature of Principal/Supervisor _____ Date _____

It is the responsibility of the staff member to insure that this form is completed, signed and on file in the Certified Personnel Office by September 7. This is the deadline as indicated in Article 40.8 (b).