

PITTSYLVANIA COUNTY
VIRGINIA



PERSONAL LEAVE REQUEST FORM

ALL PERMANENT FULL TIME EMPLOYEES ARE ENTITLED TO ONE DAY OF LEAVE WITH PAY PER YEAR THAT MAY BE TAKEN, WITH SUPERVISORY APPROVAL, AT THE EMPLOYEE'S DISCRETION. PERSONAL LEAVE SHALL BE TAKEN IN AN 8 HOUR INCREMENT. PERSONAL LEAVE DAYS BECOME AVAILABLE AT THE COMMENCEMENT OF THE COUNTY'S FISCAL YEAR (JULY 1 – JUNE 30) AND MUST BE TAKEN PRIOR TO ITS TERMINATION – THEY MAY NOT BE ACCUMULATED AND ARE NOT ELIGIBLE FOR COMPENSATION AT AN EMPLOYEE'S TERMINATION.

DATE _____

NAME _____

DEPARTMENT _____

DATE REQUESTED FOR PERSONAL LEAVE DAY _____

Signature

Date

Supervisor's Approval

Date