

BIBB COUNTY HIGH SCHOOL
Personal Day Leave

DATE: _____

TO: Payroll Department

FROM: _____

I would like to request a Personal Day on _____

- Please return to Payroll Dept. the week before your personal day leave.
- Your days will be checked before sent to Mr. VanFleet.
- Payroll Dept. will get Mr. Van Fleet to approve leave.
- A copy will be made for Mrs. Epperson.
- A copy will be put in your mailbox.
- A copy will be put in your payroll folder.

Thank You

Signature

Mr. Lee VanFleet