Dickson County Board of Education
817 North Charlotte Street
Dickson, TN 37055
(615) 446-7571
Fax # (615) 441-1375

Sick Leave Request

All employees must fill out two copies each time sick leave is used and turn it in on the first day of return to work. The Principal must forward one copy to the Superintendent's office with each monthly report (same as request for the personal leave and release day forms). Put the number of days absent under "sick-self" or "other," and indicate if the sick leave will be taken without pay.

Employee's Name: _____

Date Absent	Substitute's Name	Sick-Self	Other (relation)	Check if w/o pay

_____ _____
Employee's Signature Date

_____ _____
Principal's or Supervisor's Signature Date