



Talent Office

Chicago Public Schools Employee Services • 125 S Clark Street, 2nd Floor • Chicago, Illinois 60603
Telephone (773) 553-1142 • Fax (773)553-2821 • EmployeeServices@cps.k12.il.us

CHICAGO PUBLIC SCHOOLS APPLICATION FOR ESP PERSONAL LEAVE

Form Checklist:

You have attached a letter stating the reason you are taking a personal leave? Yes

Guidelines for Personal Leave :

The Chief Executive Officer may grant educational support personnel employees who have been employed for not less than three (3) months personal leave of absence without pay. *For further information please reference Chicago Public Schools Board Rule 4-15a.*

Date: Employee ID:

Last Name: MI: First Name:

Home Address: Apt:

City: State: Zip Code: Home Phone Number:

School/Department: Work Phone Number:

Work Address: Position Number:

Job Title: Unit Number:

Total Leave Period: From: To:

Applicant Signature: _____ Date:

Approved: _____ Date:
(Signature of Principal/Department Head)

Approved: Yes No Approved by: _____

Date of Hire: Effective Date: Expiration Date:

Please submit the form and documentation via fax, mail, or in person to:

Employee Services
125 S Clark Street, 2nd Floor
Chicago, IL 60603
GSR # 125
EmployeeServices@cps.k12.il.us
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