

REQUEST FOR PERSONAL LEAVE

Up to three (3) days personal Leave shall be granted per school year to certified/classified personnel without loss of pay. The employee's immediate supervisor must recommend personal leave, but no reason shall be required for the leave. Whenever possible, personal leave should be requested in advance. Persons employed for less than a full-year contract shall receive a pro rata part of the authorized personal leave days calculated to the nearest one-half day.

Absence for personal reasons shall be granted on a half-day basis. Approval shall be contingent upon availability of qualified substitute employees. Those employees making earliest application shall be given preference.

Personal leave may be taken for illness. However, claims of this nature shall not be backdated beyond the current school calendar month. Leave decisions for illness should be made the leave request is filed.



NAME _____ SCHOOL _____

Requests permission to take One Day Two Days Three Days Personal Leave

On _____
Date(s)

I certify that my absence is for personal reasons:

Requested By: _____
Employee

Recommended By: _____
Principal or Supervisor

Approved By: _____
Superintendent

PERSONAL LEAVE SHALL NOT BE GRANTED ON THE DAY BEFORE OR FOLLOWING A HOLIDAY OR VACATION IMMEDIATELY BEFORE OR AFTER DAYS DISMISSED FOR STATE TEACHERS' MEETINGS OR OTHER REASONS OR ON THE FIRST OR LAST TWO WEEKS OF THE SCHOOL YEAR UNLESS APPROVED IN ADVANCED BY THE SUPERINTENDENT.