

Request for Personal Leave

Full-time certified/classified employees shall be entitled to three (3) days of personal leave with pay each school year.

Persons employed for less than a full year contract shall receive a prorata part of the authorized personal leave days calculated to the nearest ½ day.

Persons employed on a full year contract but scheduled for less than a full work day shall receive the authorized personal leave days equivalent to their normal working day.

The Superintendent or designee must approve the leave date, but no reasons shall be required for the leave.

Approval must be obtained at least five (5) days in advance and shall be contingent upon the availability of qualified substitute employees. Those employees making earliest application shall be given preference.

Name _____ School _____

Requests permission to take _____ day(s) of personal leave on the following date(s):

Request made by _____
(Employee)

Notification Received by _____
(Supervisor/Principal)

Approved by _____
(Superintendent or Designee)

NO PERSONAL DAYS MAY BE TAKEN THE DAY BEFORE OR AFTER A HOLIDAY OR EXTENDED BREAKS SUCH AS SPRING BREAK. PERSONAL LEAVE MAY NOT BE TAKEN DURING THE STATE ASSESSMENT WINDOW OR OTHER DATES DESIGNATED BY THE SUPERINTENDENT. PERSONAL LEAVE SHALL NOT BE TAKEN ON THE OPENING OR CLOSING DAY OF SCHOOL (FIRST OR LAST DAY OF CLASSES FOR STUDENTS AND FIRST AND LAST NON-FLEXIBLE STAFF DEVELOPMENT DAY FOR TEACHERS).

Review/Revised:7/20/2021