



Montgomery County
Public Schools

**MONTGOMERY COUNTY PUBLIC SCHOOLS
HUMAN RESOURCES DEPARTMENT
REQUEST FOR PERSONAL LEAVE
WELLNESS LEAVE and/or
UNPAID LEAVE**

750 Imperial Street, SE
Christiansburg, VA 24073
540.382.5100 (T)
540.394.4446 (F)

INSTRUCTIONS:

Unpaid leave requests must be forwarded directly to the Human Resources Department upon approval by the principal or immediate supervisor and at least fifteen (15) days prior to the expected absence. All unpaid leave requests require a letter from the employee stating the reason for the request.

Personal and Wellness leave requests must be submitted to the principal or immediate supervisor at least 48 hours prior to the expected absence. **Approved personal and wellness leave requests should be maintained by the principal or immediate supervisor.**

NOTE: Leave on in-service days or immediately before or after a holiday or vacation may be requested, for reason, but must be approved by the superintendent or his/her designee in advance. See Policy 5-7.5 for further information.

Section I

(To be completed by employee requesting leave)

First Name _____ MI _____ Last Name _____ Suffix _____

Date _____ Position _____ Work Location _____

Request is made for unpaid leave on _____

Request is made for my personal leave days(s) on _____

Request is made for my wellness leave day(s) on _____

REASON FOR LEAVE REQUEST: _____

*(Reason for leave request is **required** for all unpaid leave requests or if requesting personal or wellness leave on in-service days or immediately before or after a holiday or vacation.)*

Name of Substitute (**required**): _____

Please indicate number of: _____ one-half day(s) _____ full day(s)

Signature of Employee: _____ Date: _____

Section II *(To be completed by immediate supervisor and sent directly to the Asst. Superintendent, Director of Secondary Ed, or Director of Elementary Ed as appropriate)*

Date application received: _____

The above application for leave is: _____ APPROVED _____ DISAPPROVED

Comments: _____

Principal or Immediate Supervisor

Date

Asst. Superintendent, Director of Elementary Ed, or Director of Secondary Education

Date

Superintendent or Designee

Date

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Policy: 5-7.5 (excerpts)

Unpaid Leave

A full-time salaried employee who is eligible for the Virginia Retirement System and an hourly employee, regularly employed for twenty (20) hours per week or more, shall submit a written request for intended absence to his/her principal or to his/her immediate supervisor as soon as possible but at least fifteen (15) days prior to the expected absence. The procedure for requesting unpaid leave shall be as follows:

1. First and foremost, requests for unpaid leave should be discouraged and taken only as a last resort, as leave disrupts the efficiency and effectiveness of education programs and the division's ability to continue day-to-day operations.
2. Employees shall use all paid leave (personal, wellness, annual) before requesting unpaid leave. Notwithstanding this requirement, full-time twelve-month employees are eligible to retain five annual days prior to applying for or being placed in an unpaid leave status.
3. Notification of request for unpaid leave shall be made in writing on the appropriate form along with a letter stating the reason for the request to his/her principal or immediate supervisor as early as possible but at least fifteen (15) or thirty (30) days prior to the expected absence.
4. The principal or supervisor must sign the form, indicating their acknowledgement and support for the request, and then forward the form and letter to the Director of Human Resources. Principals/supervisors are responsible for assuring those arrangements are made to maintain regular classroom instruction and/or day-to-day operations. Requests will be forwarded to the division superintendent or designee through the Department of Human Resources for approval.
5. Decisions will be communicated to the employee in writing.

Personal Leave

All full-time salaried employees who qualify for the Virginia Retirement System along with hourly employees, regularly employed for twenty (20) hours per week or more, shall submit a written request for intended absence to their principal or to their immediate supervisor at least forty-eight (48) hours prior to the expected absence. No specific reason for such personal leave shall be required or solicited. In case of emergency, the appropriate school official shall be notified prior to the start of the duty day to be taken off.

Unused PERSONAL LEAVE days may be accumulated up to a total of five (5) days, and accumulated dates may be used in any given year. Unused PERSONAL LEAVE earned beyond the accumulated five (5) day total will be transferred to accumulated SICK LEAVE at the end of the fiscal year.

Wellness Leave

A full-time salaried employee that is eligible for the Virginia Retirement System and achieves perfect attendance (no days used for sick leave for any reason) may earn two (2) days of wellness leave per year to be used the following contract year. Wellness days are earned by semester and must be used the following year.

WELLNESS days are earned by semester for the following contract year. Unused WELLNESS days may not be carried forward or transferred to any other leave balances.