Personal Leave Request Form and Statement

In accor	dance with the guidelir	es listed below. I.			
			on(date).		
All twe entitled classific without working Those 6	lve (12) month classific to three (3) days of P ed employees shall be e affecting emergency of g day of the employee	ed employees of the ersonal Leave per sometitled to two (2) day or sick leave day total and may be taken it ill day will receive to	Russell Independent School District shall be chool year and less than twelve (12) month is of personal leave with pay each school year als. These days are equivalent to the normal in not less than four (4) one-half (1/2) days. Their pro-rata share. These days may be used		
1.	 The Superintendent or designee must approve the leave date, but no reasons shall be required for the leave. Those employees making the earliest application shall be given preference. 				
2.	2. No more than five percent (5%) of the system's classified employees may take Personal Leave on a given day. If requests exceed five percent (5%), those making the earliest application will be given preference.				
3.	3. Employees taking Personal Leave must file a Personal Leave Statement on their return to work stating that the leave was personal in nature.				
4.	4. On June 30, all Personal Leave days not taken during the current school year shall be transferred and credited to the employee's accumulated Sick Leave account.				
I under action.	stand that if I have pro	vided information the	at is not true, I may be subject to disciplinary		
		SIGNED _			
		DATE	TIME		
		$SCHOOL_$			
APPRO	OVAL (Signature Requi	red):			
PRINC	IPAL/SUPERVISOR _				
PAYR	OLL CLERK	4 1			
SUPER	RINTENDENT/DESIG	NEE			
A perso	onal statement is require	ed for the use of pers	onal leave.		
		LEAVE STAT (KRS 161			
boxes) that to	that the facts supporting	ng the request for lear dge, information, and	for the following purpose(s) (check applicable we as indicated below are true and correct; and d belief, I am qualified for the leave requested y.		
	rsonal leave in complia This leave is personal in		t to qualifications set forth in Policy 03.2231.		
	Employee's Signo	ature	 Date		
	Employee's Name (Pr	int or Type)	Review/Revised:6/26/2023		

Personal Leave Request Form and Statement

	Tersonar Beave Reduces 10			
n accor	dance with the guidelines listed below, I,			
ım requ	esting day(s) of Personal Leave on	(date).		
three (3) totals. The not less	time certified employees of the Russell Inde days of Personal Leave per school year with hese days are equivalent to the normal working than four (4) one-half (1/2) days. Those empty share. These days may be used subject to the	hout affecting emergency or sick leave day ng day of the employee and may be taken in ployed less than a full day will receive their		
1.	The Superintendent or designee must approve the leave date, but no reasons shall be required for the leave. Those employees making the earliest application shall be given preference. Approval shall be contingent upon the availability of qualified substitute employees.			
2.	No more than five percent (5%) of the system's certified employees may take Personal Leave on a given day. If requests exceed five percent (5%), those making the earliest application will be given preference.			
3.	Employees taking Personal Leave must file a Personal Leave Statement on their return to work stating that the leave was personal in nature.			
4.	On June 30, all Personal Leave days not taken during the current school year shall be transferred and credited to the employee's accumulated Sick Leave account.			
I unders	stand that if I have provided information that	is not true, I may be subject to disciplinary		
	SIGNED			
		TIME		
	SCHOOL			
APPRO	OVAL (Signature Required):			
PRINC	IPAL/SUPERVISOR			
PAYRO	OLL CLERK			
SUPER	RINTENDENT/DESIGNEE			
A perso	onal statement is required for the use of person	nal leave.		
	LEAVE STATE (KRS 161.1			
boxes); that to pursua	ubmitting this request for the use of leave for; that the facts supporting the request for leave the best of my knowledge, information, and nt to applicable state statute and Board policy	e as indicated below are true and correct; and belief, I am qualified for the leave requested.		
□ - Pe	ersonal leave in compliance with and subject This leave is personal in nature.Date(s):	to qualifications set forth in Policy 03.1231		
	Employee's Signature	Date		
	Employee's Name (Print or Type)	Review/Revised:6/26/2023		