



Faculty Personal Day/Religious Holiday Absence Request

Updated 9/12/23

Collective Bargaining Agreement section X.B:

Leave time with pay will be granted for recognized religious holidays provided when one (1) week or more of advance notice of intent to observe holidays is given to the administration.

The request should be made, when possible, at least three (3) working days prior to the scheduled absence to allow the Administration to respond to the individual requests.

The first four (4) cumulative days (consecutive or nonconsecutive) of Personal Leave taken by a faculty member in any given school year will be with full pay.

The fifth and subsequent days of Personal Leave taken by a faculty member in any given school year will be **unpaid** and considered under the guidelines for a leave of absence (section X.A) and the request will be made to the Director.

All requests for personal leave, which are four (4) cumulative days or less (consecutive or nonconsecutive), will be directed to the division administrator, who will then route the form to Human Resources. The faculty member is then responsible for submitting the personal day request in the substitute management system - Smartfind Express. Requests must be made in SmartFind Express whether, or not, a substitute teacher is required. The system allows absences to be entered as "No Sub Required" when required.

Collective Bargaining Agreement section X.A:

A leave of absence without pay may be granted to any faculty member at the sole discretion of the Director.

Name: _____

Department: _____

Date(s) of Requested Absence: _____

Reason for Absence:

Religious holiday

Personal day: up to 4 consecutive or nonconsecutive days per year

Personal day: 5th/subsequent days per year — unpaid Director's leave request

Faculty member's signature: _____

Today's date: _____

Director's approval — only for X.A requests (i.e., personal leave >4 cumulative days/year)

Director's signature: _____

Today's date: _____