

# Francis Howell School District Personal/Dock Day Request Form

Employee Name: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Position: \_\_\_\_\_

Building: \_\_\_\_\_

Please check one:  Dock Day or  Personal Day

Date Requested: \_\_\_\_\_

Please check one:  Full Day     Half Day AM     Half Day PM

**Please refer to Regulation 4320 GE for details concerning Dock and Personal Day Requests.**

**Dock Days.** A request for dock time exceeding 4 days in any school year requires this form to be submitted to the Human Resources department for final authorization. The employee should first obtain written approval from his or her supervisor.

**Personal Days.** Employees may take up to three (3) personal days with pay per school year to be deducted from the accumulated days in their sick leave account. These days will be available upon request to the principal/manager and limited by the following conditions:

- The employee must request the personal day from the principal/supervisor at least five (5) days before the proposed absence, except in cases where the circumstances requiring the absence make this impossible. In cases of extreme emergency, the superintendent/designee may approve same day requests.
- Employees may use personal days at any time, for any reason other than a work stoppage.
- No more than two (2) or five percent (5%) of the teachers in a building, whichever is more, may be granted personal leave at the same time. Principals will grant personal days in the order of request. In case of extreme emergency, the Superintendent of Schools may grant absences in excess thereof.
- No more than two (2) or five percent (5%) of the paraprofessionals/Administrative Assistants in a building, whichever is more, may be granted personal leave at the same time. Principals will grant personal days in the order of request. In case of extreme emergency, the Superintendent of Schools may grant absences in excess thereof.
- No more than two (2) or five percent (5%) of the individual departments of the MGC staff, whichever is more, may be granted personal leave at the same time. Managers will grant personal days in the order of request. In case of extreme emergency, the Superintendent of Schools may grant absences in excess thereof.
- No more than two (2) or five percent (5%) of the total nursing staff of the District, whichever is more, may be granted personal leave at the same time. The nurse coordinator will grant personal days in the order of request. In case of extreme emergency, the Superintendent of Schools may grant absences in excess thereof.
- Employees must have principal approval to use a personal day before entering leave in the absence management system.

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Principal/Manager to complete this section

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please circle one:    Approved    Denied

If denied, please provide reason: \_\_\_\_\_

Additional sick days for personal reasons approved by Human Resources: \_\_\_\_\_