

2024-2025

# CERTIFIED STAFF

## LEAVE REQUEST FORM

I hereby request that the personal / emergency / funeral leave be granted for the following date(s):

_____ Personal Day	_____ Date of Personal Day	_____ Full Day	_____ Half Day
_____ Personal Day (See # 1 below)	_____ Date of Personal Day	_____ Full Day	_____ Half Day
_____ Emergency Day (See # 2 below – attach explanation)	_____ Date of Emergency Day	_____ Full Day	_____ Half Day
_____ Funeral Leave Other (See # 3 below – attach funeral details) (For family <b>NOT</b> listed in contract <b>OR</b> a friend)	_____ Date of Funeral Day	_____ Full Day	_____ Half Day

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

Please Print Name: \_\_\_\_\_ Date form signed: \_\_\_\_\_

After this form is completed, submit to Principal for approval.  
**If request involves DOCK day(s) or an exception to contract language, it must be reviewed by the Superintendent.** If a substitute is needed, please follow District procedures.

\_\_\_\_\_  
Signature of Administrator

\_\_\_\_\_  
Signature of Superintendent or Designee (if required)

### GUIDELINES FOR PERSONAL / EMERGENCY LEAVE

1. **PERSONAL LEAVE:**
  - The Board shall grant each teacher **TWO** days of personal leave per year. No sick leave shall be deducted for the use of personal days.
  - Leave may **NOT** be used for Association activities.
  - Shall **NOT** be scheduled the day **BEFORE** or the date **AFTER** a holiday, unless there is verifiable evidence that the scheduling of the activity is beyond the teacher's control.
  - When possible written notice shall be given to the principal **FIVE DAYS in advance**. No reason is required for personal leave **UNLESS** it involves dock day(s) or an exception to contract language.
  - Unused personal leave days shall accumulate as sick leave days at the end of the school year.
  
2. **EMERGENCY LEAVE:**
  - The Board shall grant each teacher **ONE** verifiable emergency leave day per year without loss of pay or deduction of sick leave. Emergency means sudden, urgent, unforeseen events over which the employee has no control and requires immediate action. **An explanation for the request must be included.**
  - Emergency leave may **NOT** be used for Association activities
  
3. **FUNERAL LEAVE:**
  - Employees may be permitted, with **PRIOR APPROVAL** and at the discretion of the Superintendent or his/her designee, **to use sick leave to attend the funeral of a friend or family member not listed in the contract.**

#### DOCK DAYS

**PLEASE NOTE:** If the requested day(s) do not meet the criteria for personal / emergency day(s) or if both personal days and/or the emergency day have already been used, then the employee will be docked for the day. If this is the case, please check the box below and indicate the date(s) to be docked. Dock day = salary / 185 days which is daily rate of pay. **Please attach an explanation for the Dock Day(s) requested for approval.**

Date(s) to be docked \_\_\_\_\_