

2024-2025

**Assistants, Cafeteria, Custodians, Maintenance, Monitors, School Safety Officers
Leave Request Form**

I hereby request that Personal /Vacation//Association/Funeral leave be granted for the following date(s).

____ Personal Day(s)	_____ Date(s) of Personal Day	____ Full Day	____ Half Day
____ Vacation Day(s)	_____ Date(s) of Vacation Day	____ Full Day	____ Half Day
____ Association Day(s)	_____ Date(s) of Association Day	____ Full Day	____ Half Day
____ Funeral Day(s)	_____ Date of Funeral Day(s)	____ Full Day	____ Half Day

Reason for Association Day _____

Attending funeral of: (See Guideline 5) _____

School: _____

Date form signed: _____

Signature: _____

PRINT Name _____

After form is completed, submit to Principal for approval.

Original to be sent to PAYROLL OFFICE

Signature of Administrator

Signature of Superintendent or Designee

Guidelines For Leave

1. **PERSONAL DAYS:** The Board shall grant **FOUR** non-cumulative **personal** leave days per work year.
2. **CONDITIONS FOR USE OF PERSONAL DAYS:**
 - a. Must submit leave request form to the building principal at least two working days in advance.
 - b. Cannot be taken the day **BEFORE** or the day **AFTER** a school holiday.
 - c. Shall not be taken for Association Activities.
 - d. Must be approved by Superintendent and specify reason for request on the leave request form if employee is unable, due to an emergency, to submit the leave request form two (2) working days in advance.
 - e. Any unused personal leave days shall accumulate as sick leave
3. **VACATION:** Must be approved by both the Director of Buildings and Grounds and the building principal.
 - a. Must submit written request at **least 45** calendar days in advance of the requested vacation.
4. **ASSOCIATION LEAVE:** As Described in Article IV.J.
5. **FUNERAL LEAVE: Immediate Family Funeral Leave:** Funeral leave will be given for death in the "immediate family," which is defined as parents, persons in lieu of parents, spouse, brothers, sisters, aunts, uncles, nieces, nephews, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians. One day will be allowed for each death, 2 days if over 150 miles travel one way, 3 days if over 250 miles travel one way and will not be counted against sick leave. Sick leave may be utilized if more days are needed per death.

DOCK DAYS

PLEASE NOTE: If the requested day(s) do not meet the criteria for personal day(s), or if personal days 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. **Please attach a brief explanation for the dock day(s) requested for approval.**

Day(s) to be docked _____