

2024-2025

SECRETARIAL STAFF LEAVE REQUEST FORM

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

_____ Personal Day (s) _____ Date(s) of Personal Day(s) _____ Full Day _____ Half Day

_____ Vacation Day(s) _____ Date(s) of Vacation Day (s) _____ Full Day _____ Half Day

_____ Union Day(s) _____ Date(s) of Union Day(s) _____ Full Day _____ Half Day

_____ Funeral Day(s) _____ Date(s) of Funeral Day(s) _____ Full Day _____ Half Day

Reason for Union Day: _____

Attending funeral of: (See Guideline 6) _____

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 SECRETARIAL LEAVE

1. **ALL Full time 9, 10 and 12 MONTH:** The Board shall grant **FOUR** non-cumulative **personal** leave days per work year.
2. **ALL Part time 9, 10, and 12 MONTH:** The Board shall grant **THREE** non-cumulative **personal** leave days per work year.
3. **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. Cannot be taken for Union 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. Unused personal days at the end of the school year will be converted to sick leave.
4. **VACATION :** Must be approved by both director and principal.
5. **UNION LEAVE:** As described in Article IV.K
6. **FUNERAL LEAVE :** **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, for death in the **“immediate family.”** This is defined as death of parents, persons in lieu of parents, wife or husband, children, brothers and sisters, aunts, uncles, nieces and nephews, grandparents, grandchildren, brother or sister-in-law, stepson, stepdaughter, stepsister, stepbrother, stepparents, step-grandparents, daughter or son-in-law, parent-in-law. Sick leave may be utilized if more days are needed per death.

DOCK DAYS

PLEASE NOTE: If the requested day(s) does not meet the criteria for personal day(s), or if all personal day(s) are 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 _____