

PERSONAL LEAVE APPLICATION

FOOD SERVICES

Name: _____ Today's Date: _____
(Print or Type)

School/Location: _____ Position: _____

FOOD & NUTRITION PROFESSIONAL SERVICES

******-Up to two leave in any school year may be granted without loss of pay with advanced notice. Day may be taken for the following personal affairs such as: Closing Title to home, Moving Day, Court Appearance, Appearance at Internal Revenue Bureau, Entering a child in college, Attending a child's graduation, Marriage, Attending a wedding of family member, Religious ceremony, Worker's Compensation hearing, Illness or death of close friend, Vehicular breakdown, Impassable roads, failure of public transportation, or other such personal affairs.

******-All requests are to be made at least **ONE WEEK** in advance of the personal leave date, except in the event of an emergency, when permission will be necessary of the School Lunch Director. The district reserves the right to require documentation if it is deemed necessary.

******-Personal days may **NOT** be taken immediately before or after summer, Thanksgiving, Christmas, winter & spring vacation periods and scheduled or non-scheduled holidays. It is also understood that it is not the intent of personal leave to extend a weekend.

******-Date of Personal Leave Day being requested: _____
(mm/dd/yyyy)

_____ This is my first request this school year.

_____ This is my second request this school year. My first personal day was taken: _____
(mm/dd/yyyy)

_____ I certify the above request is consistent with the criteria outlined in my bargaining unit's agreement as it pertains to personal leave days.

Signature of requestor: _____

The Superintendent has designated the Director of Food & Nutrition Services to approve all requests.

DISPOSITION OF REQUEST

() Approved

() Disapproved

Date

Director of Food & Nutrition Services

A copy of the above disposition will be forwarded to: _____ Requestor

_____ Location Manager