

P E R S O N A L L E A V E A P P L I C A T I O N
(B & G , B & G S U P E R V I S O R S & M A I N T E N A N C E

Name: _____ Today's Date: _____

(Print or Type)

School/Location: _____ Position: _____ Unit: _____

Bargaining

Unit: _____

B&G, B&G SUPERVISORS, MAINTENANCE

Personal days are not granted if the time requested occurs immediately before and/or after summer, Thanksgiving, Christmas, winter or spring vacations.

If time off at these times is still desired, use this form to request such time WITHOUT PAY.

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)

_____ This is my third request this school year (B&G & B&G Supervisors ONLY).

My first two days taken were: _____ & _____

(mm/dd/yyyy)

(mm/dd/yyyy)

Signature of Requestor: _____

B&G requests are approved by the Deputy Superintendent.

B&G-Supervisors and Maintenance requests are approved by the Director of School Facilities and Operations.

I acknowledge receipt of this request: _____

Immediate Supervisor

Date _____

(Do Not Write Below This Line)

DISPOSITION OF REQUEST (B&G, B&G Supervisors, Maintenance)

() Approved

() Disapproved

I have verified this request:

() does not fall immediately before and/or after summer, Thanksgiving, Christmas, winter or spring vacations.

() does fall immediately before and/or after summer, Thanksgiving, Christmas, winter or spring vacations, and as such is approved WITHOUT pay. I will ensure the attendance reporter indicates “no pay” for the date(s) requested

Date _____

Deputy Superintendent

/

Director of School Facilities & Operations

for B&G

for B&G Supervisors and Maintenance