

ARCANUM-BUTLER LOCAL SCHOOLS  
Personal Leave Request Form



Date(s) of Requested Leave \_\_\_\_\_ Total Days \_\_\_\_\_

Employee \_\_\_\_\_

Article 11—Leave

C. Personal Leave

1. Subject to the conditions set forth herein, all teachers covered hereunder shall be eligible to receive up to four (4) days of personal leave each school year without loss of salary. The personal leave days granted under the provisions above shall be in addition to any earned sick leave benefits to which a teacher may be entitled and shall not be charged against any sick leave accumulation which may have accrued. Part-time employees working less than 184 days will receive a prorated number of personal days.
2. Use of Personal Leave. Such personal leave must be taken in one-half or whole day increments. All personal leave will be considered unrestricted personal leave days, except that such unrestricted days may not be used for job hunting or working for pay.
3. Application for Personal Leave. The notice of intent to use personal leave shall be submitted to the Principal/Supervisor for approval not less than three (3) days prior to the date of use, except in the case of an emergency. Personal leave shall not be unreasonably denied.
4. Restrictions on the Use of Personal Leave. Personal leave may not be taken, except in emergency or other situations as determined by the Superintendent or his/her designee:
  - a) On the last work day before or the first work day after any holiday.
  - b) On the last work day before or the first work day after any approved vacation.
  - c) During the ten (10) calendar days immediately prior to and the ten (10) calendar day period after the opening or closing days of any school year.
  - d) The granting of requests shall be limited to no more than two (2) teachers in the middle school, two (2) teachers in the high school and three (3) teachers in the elementary school unless extenuating circumstances merit approval by the Superintendent. Leave requests hereunder shall not be unreasonably denied. Requests will be honored on a first-requested, first-granted basis.
  - e) Not to be taken in succession of more than two (2) days.
  - f) Permit the use of one (1) day only in the month of May.
  - g) Not to be taken on staff development days.
5. Any abuse of the personal leave benefits may constitute just cause for disciplinary action.
6. Should the school be closed during the period of a teacher's personal leave by an "emergency day" as called by the Superintendent, such teacher will not be charged with a personal day, if there has been no cost to the Board.
7. Compensation for unused personal leave: Unused personal leave will be reimbursed at a rate of \$125.00 per day.
8. A bargaining unit member may choose, in lieu of receiving a bonus for not using personal leave, to the conversion of unused personal leave to sick leave. If an employee chooses sick leave conversion, that employee may convert up to four (4) personal days, including half days. The employee must notify the District Treasurer of their choice of personal leave conversion to sick leave by May 15. Any discrepancy or day used after May 15 will be subtracted from the days to be converted.

My signature on this document affirms that my use of personal leave is in accordance with Board Policy. I understand that abuse of Board Personal Leave Policy may result in disciplinary action.

\*\*Have immediate supervisor sign original form and send to Superintendent's Office for approval/disapproval. Copies will be made and sent to the treasurer, supervisor, and employee.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**Approved**       **Denied**      Reason, if not approved \_\_\_\_\_

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date