

Teacher Pre-arranged Absence Day Request Form

Article XII, Section E, Prearranged Absence:

Prearranged absence days are classified as any absence that is known by the employee at least twenty-four (24) hours in advance. Building principals will be notified of all prearranged absence days as soon as the employee knows of the need to be absent. Employees will enter absence into the substitute system as soon as the need for an absence is known.

Any employee requesting consecutive prearranged absence days must receive prior approval by the building principal. Any request for more than three (3) consecutive work days shall require prior superintendent approval. The maximum number of consecutive prearranged absence days shall be five (5) work days. The superintendent reserves the right to approve additional consecutive days in cases of extenuating circumstances.

The building principal reserves the right to limit prearranged absences so that the number of teachers absent, for any reason other than Short Notice Absence, does not exceed 15% of the total number of teachers, as defined by Article I, within a building.

For the days specified below, the building principal reserves the right to limit prearranged absences so that no more than 10% of the total number of teachers, as defined by Article I, within a building may utilize a prearranged absence on such days:

- *Scheduled Professional Development Days*
- *Association Business*
- *Extending a Vacation or Holiday*
- *Extending Teacher Calendar Days Off*

Once granted, prearranged absences shall not be revoked without agreement by the employee.

Requests submitted after the applicable 15% or 10% limitation has been reached may be submitted in writing to the superintendent for consideration in cases of documented extenuating circumstances. The superintendent's determination shall be final and shall not be subject to the grievance procedure.

Employees who circumvent the requirements of this section, including but not limited to utilizing a Short Notice Absence for purposes that reasonably required a prearranged absence under this Article, shall be subject to the progressive disciplinary process as outlined in Article XV.

Nothing in this section shall prohibit or limit an employee's right to utilize qualifying leaves of absence as provided in Article XII(F). Absences approved under Article XII(F) shall not be limited by percentage caps, and shall not subject the employee to the disciplinary process.

Teacher Pre-arranged Absence Day Request Form

Teacher Name: _____

I am requesting a pre-arranged absence day for the following date(s):

Reason for absence: _____

Teacher Signature

Date

Principal Signature

Date

☐ Prearranged Absence Day Request Approved

☐ Prearranged Absence Day Request Not Approved

Reason for Denial: _____

Superintendent Signature

Date