

APPLICATION FOR PERSONAL LEAVE – OPERATIONAL STAFF

Personal leave shall not be used for extending a student break (Thanksgiving, Winter and Spring Break). Abuse of these provisions will constitute grounds for disciplinary action. Advance notice must be given except in emergencies. In the event an employee wants to use a personal day to extend a scheduled break, the employee will be charged two (2) personal days for each day used. No personal days may be used during the first or last week of the school year without prior approval from the Superintendent.

Name_____

Building_____Position_____

Date(s) of Absence_____ Total Days Absent_____

Each employee shall be granted at the start of July 1 three (3) personal leave days to be taken at such time as the employee desires provided that, except for those emergency situations which preclude the making of prior arrangements, such days off shall be scheduled at least twenty-four (24) hours in advance.

A member shall be permitted to carry over up to two (2) personal days per contract year, subject to a maximum accumulation of five (5) in any one school year. Any remaining, unused personal leave days will be converted to sick leave days at the end of each school year.

Signature of Employee Date

Signature of Principal/Supervisor Date

_____Approved

_____Denied

Original: Payroll
Copy to: Employee
Principal/Supervisor