Personal Leave Request- Professional Employees

Name:_____ BLD:_____

First date of requested leave: _____ Last date of requested leave: _____

Total days of requested leave: _____

Article XV D. Personal Days

Three (3) days of absence for "Personal Reasons" are allowed as the three days of "emergency leave." Any professional employee whose religious practices require the observance of holidays other than those scheduled in the school calendar may request use of their Personal Reasons days to honor these observances.

No personal day shall be granted on the first or last day of a professional staff calendar or on days of in-service workshops. No more than ten percent (10%) of the professional staff per building or one professional employee per building, whichever is greater, shall be permitted to use personal leave on any one workday.

Any request for a personal leave day must be submitted to the Superintendent and building principal three (3) working days in advance of the personal day requested. The advance notice may be waived by the Superintendent. Personal days may not be used on scheduled parent-teacher conference days.

Sick Days' Credit: Personal days may accumulate up to five (5). Following the conclusion of each school year, any personal full day or days over five (5) will be credited to that employee as additional accumulative sick days.

EXAMPLE: In the 2013-14 school year you used none of your three (3) personal days. All carry over to 2014-15. Your three (3) personal day allotment for 2014-15 brings your total to six (6). You do not use any of these during that school year. Following the conclusion of 2014-15 one (1) personal day is credited to sick leave and five (5) are accumulated and carried forward.

I hereby certify that my request for personal time is not on an in-service day, nor the first or last day of the professional staff calendar.

_____ _____

Employee Signature Date

I permit the above requested leave time. I have not approved other personal reason days for more than 10% of my building professional staff for the requested date(s) above.

_____ _____

Building Principal Date

_____ _____

Superintendent Date

cc upon completion: Administrative Supervisor
Director of Administrative Services