

NON-TEACHING PERSONAL LEAVE REQUEST & AUTHORIZATION FORM

This application must be completed in each instance of absence (except personal illness) in accordance with the following:

PROVISIONS OF CONTRACT AGREEMENT: (Article VIH — G-1, 2, 3,4)

- 1. Each employee shall be entitled to three (3) days personal leave at full pay none—cumulative, per year. Requests for personal leave shall be submitted to the appropriate supervisor and school administrator at least 24 hours in advance. In case of emergency, advance notice is waived and shall be submitted on the next working day. Although employees need not specify the exact nature of the use of personal leave, it is understood by both parties that the intended purposes of personal leave is limited to instances of personal business and essential obligations that are impossible to transact out the normal working day. For ten month employees personal leave may not be used to extend vacation time without prior authorization by the Board of Education as the result of a written request. For twelve month employees personal leave may not be used adjacent to any of the fourteen paid holidays without prior authorization by the Board of Education as the result of a written request.
- 2. A request for one day of "time off without pay" should be submitted to the superintendent for his action at least 24 hours in advance. In case of emergency, this may be waived and the request submitted the day the employee returns to work. This option should be utilized when time requested does not legally or ethically qualify for sick or personal leave as provided under this agreement. Requests which involve more than one day or which could be construed as extending vacation time (as in #1) must be submitted to the Board of Education, in writing, with stated reason, for their action.
- 3. The number of employees permitted to be absent any one time for personal leave shall be determined by the appropriate supervisor and school administrator.
- 4. Unused personal leave shall be transferred to accumulated sick leave at the end of each school year.

A. To be completed by employee:

I request permission to be absent (or was absent) from work on:

- 1. Date of Absence _____ Time _____
- 2. Check appropriate statement below:
 - a) This absence qualifies as personal leave under the terms of our agreement _____.
 - b) This absence does not qualify for paid personal leave and I request that pay be deducted for this time off _____.
 - c) This absence qualifies as sick leave under the terms of our agreement _____.

3. Employee Signature _____

B. Signature of Immediate Supervisor _____ Date _____

C. Signature of District Principal _____ Date _____