

APPLICATION FOR PERSONAL LEAVE

APPENDIX H

NAME _____ DATE _____

JOB CLASSIFICATION _____ BUILDING/LOCATION _____

I wish to apply for (circle one) 1 day _ day am _ day pm personal leave on: M T W R F _____
 Day of Week Date

_____ First Day _____ Second Day _____ Third Day

Except as hereinafter provided, any member may, with the recommendation of his/her immediate supervisor and approval of the Superintendent, be absent without loss of pay a total of three (3) days in any school year from July 1 through June 30 and any regular nonteaching employee may, with the approval of the immediate supervisor, be absent without loss of pay a total of three (3) days in any school year from July 1 through June 30 for the following reasons:

- | | |
|---|--|
| <input type="checkbox"/> Transact legal or financial business | <input type="checkbox"/> Family emergency and/or obligation |
| <input type="checkbox"/> Sale or purchase of real property | <input type="checkbox"/> Marriage ceremony |
| <input type="checkbox"/> Court appearance | <input type="checkbox"/> Adoption of child |
| <input type="checkbox"/> Occupational interview (for summer employment only) | <input type="checkbox"/> Registration for college for employee or child |
| <input type="checkbox"/> Receipt of major personal property | <input type="checkbox"/> Attend graduation ceremonies |
| <input type="checkbox"/> Observance of religious holiday | <input type="checkbox"/> Moving from one residence to another |
| <input type="checkbox"/> Disruption of utility, heating or plumbing | <input type="checkbox"/> Speaker or participant at an educational, community, religious, or civic function |
| <input type="checkbox"/> Appointment or meeting with local, state, or federal agency | <input type="checkbox"/> Funeral (outside of immediate family) |
| <input type="checkbox"/> Completion of college course requirements | <input type="checkbox"/> Medical consultation not covered by sick leave |
| <input type="checkbox"/> Recipient of an award for contributions to education, church, or community | <input type="checkbox"/> Disruption of transportation |

Personal leave is not to be used for any activity that can be scheduled after school hours or on a day when school is not in session. Personal leave is not to be used for recreation, vacation, and/or social gatherings nor is it to be used for seeking employment or activities associated with another job or income earning activity.

I affirm that my request is consistent with the agreed upon purpose for personal leave and that my activity cannot be scheduled outside of work time. I understand that falsification of this form can be grounds for termination.

 Applicant's Signature

A separate form must be submitted for each personal day requested. Personal leave requests shall be made at least five work days prior to the time the leave is desired unless application is in response to an emergency. Personal leave requests submitted less than five days prior to the time the leave is desired will require additional clarification prior to approval.

 Applicant's Signature

_____ Recommended for Approval

 Principal's or Supervisor's Signature

_____ Not Recommended for Approval

 Approving Authority
 Superintendent of Schools

_____ Approved

_____ Not Approved

Comments:

Distribution: 1 copy to Teacher 1 copy to Principal or Supervisor 1 copy to Treasurer 1 copy to Superintendent
 Employee: Submit one (1) copy to Principal. Additional copies will be made for distribution upon approval.

Personal Leaves

Board Policy 3550

The Board may grant to each nonteaching employee a total of three (3) days per school year for personal leave. Personal leave may be used beyond regular sick leave and vacations for purposes necessary to the welfare of nonteaching personnel that cannot be accomplished outside of the regular working day. It shall not be used in lieu of sick leave or to extend vacation periods. A request for personal leave shall be made on the approved form at least one week prior to the time personal leave is desired and given to the building principal or the employee's immediate supervisor. The building principal then forwards the request with his/her recommendations to the Superintendent where it is subject to his approval.

The principal or immediate supervisor shall be notified of the superintendent's approval or nonapproval of personal leave and they in turn shall notify the nonteaching employee of same.

Personal leave may not be taken within two school days of the beginning or end of vacation, of a holiday, or of sick leave without the approval of the Superintendent.

In the event of a genuine emergency making it impossible to request said leave one week in advance, the Superintendent may in his discretion waive the one week notification requirement. Written explanation of the need may be required.

Personal leave days are noncumulative. Unused personal leave days at the end of a contract year are added to an employee's sick leave balance but such total shall not exceed the maximum total allowed by the Board.

REA Contract, Section 10.6

10.6.1 Personal Leave

Ross Local School District shall provide the three (3) personal leave days for certified teaching personnel. Personal leave may be used beyond regular sick leave and professional leave for purposes necessary to the welfare of professional personnel that cannot be accomplished outside regular school hours. It shall not be used in lieu of sick leave or to extend professional leave or vacation periods and may not be taken during the two days before or after holidays, Christmas or spring break, or professional days, without the approval of the Superintendent.

10.6.2 Personal Leave Form

The attached form (Appendix H) for personal leave shall be submitted at least five (5) school days prior to the time personal leave is desired and given to the building principal. The building principal shall then forward the request with his/her recommendation to the Superintendent where it is subject of his/her approval. Approval or non-approval of leave shall be reported to the member in writing three (3) days prior to the date the leave is to begin. If a member submits a personal leave form less than five (5) school days prior to the requested personal leave day, the member may be asked to clarify his/her request.

10.6.3 Emergencies

In the event of a genuine emergency making it impossible to request said leave five (5) school days in advance, the Superintendent may waive the notification requirement.

10.6.4 Late For Work

Hourly units of personal leave may be used when hazardous conditions or transportation failure causes a member to be late for work.

10.6.5 Maximum Number per Day

Except for emergency situations, a maximum of ten percent (10%) of the members in any one building may be on personal leave on the same school day.

10.6.6 Transfers to Sick Leave

Personal leave days not used by a member each year to a maximum of three (3) days shall be transferred to his/her accumulated sick leave to the maximum sick leave accumulation authorized by the district.

10.6.7 Fourth Day

In an emergency situation, a fourth personal leave day may be granted to a member if the specific reason for the leave request is provided to the Superintendent in writing and approved by the Superintendent in his/her sole discretion.