

**PERSONAL LEAVE DAYS**

An employee is permitted three (3) personal leave days each school year which can be taken in half-day (1/2) increments. A personal leave day is defined as a day to transact business or other specified personal matters that are not covered by sick leave or cannot be done outside the workday. Examples of inappropriate use include the following: vacation, recreation, leisure, gainful employment or making application for employment elsewhere except in RIF or nonrenewal situations. Personal leave shall not be used consecutively, to extend a scheduled school holiday or a scheduled school vacation or in the first or final week of school; except in the case of emergency and/or special situations.

Request of personal leave will be submitted to the Principal/Supervisor at least three (3) days in advance of the requested date. The three (3) day limitation may be waived in the event of a confirmed emergency. In such cases, the appropriate form shall be completed upon return from the leave.

Misuse of personal leave shall result in deduction of the employee's per diem rate of pay.

**PERSONAL LEAVE REQUEST**

Employee \_\_\_\_\_ Date \_\_\_\_\_

Date personal leave requested for \_\_\_\_\_

Number of personal days used prior to this request \_\_\_\_\_

It is the employee's responsibility to verify the accuracy of the number of days used prior to this request. Inaccurate information which leads to the use of more than three (3) personal days will result in a deduction of pay as stated above.

\_\_\_\_\_  
Employee's Signature

Approved \_\_\_\_\_  
Not Approved \_\_\_\_\_

\_\_\_\_\_  
Principal/Supervisor Signature

Date \_\_\_\_\_