UNION LOCAL SCHOOL DISTRICT
REQUEST FOR PERSONAL LEAVE

Employee Name: _____ Date Submitted: _____

Social Security No.: _____ Building: _____

Job Description: _____

DEFINITION, INTENT AND PURPOSE – Unrestricted personal leave is not qualified by any intent or purpose.

AUTHORIZATION – Each employee shall be authorized three (3) days of unrestricted personal leave. All twelve (12) month employees shall be entitled to one (1) additional day of unrestricted personal leave.

An applicant for personal leave is required to use the application form provided by the Board of Education. Such application shall be submitted to the building principal or immediate supervisor in accordance with the provisions of the master agreements.

Approval may be granted only by the Superintendent or the Superintendent's designee.

RESTRICITIONS – Applications for personal leave shall be subject to the provisions of the master agreements.

_____

I have read the personal leave policy stated above and hereby request personal leave in accordance with the provision of said policy. (Reminder-must be taken as ½ or 1 whole day)

I hereby request_____ day(s) of personal leave (certificated & administrative employees only)

_____ hour(s) of personal leave (classified employees only)

beginning _____ AM/PM _____ and ending _____ AM/PM _____

time date time date

_____ _____ _____

Employee's Signature date Signature of Approval

_____

_____

If denied, the reason(s) for denial are as follows:

_____

_____

_____

date Signature