

**REQUEST FOR PERSONAL DAYS PRIOR TO OR
FOLLOWING A VACATION, HOLIDAY OR RECESS**

Name _____ Division _____
Please type or print

I hereby request personal days on: _____

Reason: _____

I understand the language of the negotiated agreement in reference to the personal day request immediately prior to or following a vacation, holiday or recess.

CHECK APPLICABLE AGREEMENT

Professional Employee's Agreement, Article XV, Paragraph B
All unit members shall be granted personal leave in the amount of four (4) days per year. A personal day shall be granted for personal reasons upon twenty-four (24) hour request to be absent for personal reasons. The purpose of personal leave is that of transacting business or personal affairs which cannot be transacted at any other time other than school hours. **Personal leave days will not be approved for the day of school prior to or following vacation, holiday, or recess nor for recreational or other leisure time activities except by prior approval of the District Superintendent.** An exception may be granted with prior approval of the District Superintendent. Nor more than ten percent (10%) of the professional staff will be granted personal leave days on any given day. Unused leave shall be added to accumulated sick leave.

Classified Employee's Agreement, Article 11, Section 4
Each employee covered under this Agreement and eligible for benefits, shall be granted and be allowed to use three (3) personal leave days annually without loss of pay or other leave benefits. Any employee desiring personal leave shall notify his/her immediate supervisor in writing one (1) day prior to taking a personal leave day except in cases of emergency. Unused personal days shall be added to accumulated sick leave at the end of each fiscal year. The purpose of personal leave is that of transacting business or personal affairs which cannot be transacted at any time other than the normal workday. **An employee shall not be allowed to use a personal leave day the day before or the day after a vacation period or holiday unless it is approved by the District Superintendent or in the case of an emergency.**

Please note: Request is contingent upon the District Superintendent's approval or disapproval. You will be e-mailed notification of the decision

Employee's Signature Date

Supervisor's Signature Date

Division Director's Signature Date

Superintendent's Signature Date

Superintendent's
Approved Disapproved