

Personal Leave Request

Per Board Policy 03.1231/03.2231 PERSONNEL

The employee's immediate supervisor/Principal must approve a personal leave request, but no reasons shall be required for the leave. Employees must give the supervisor/Principal one (1) day advance notice if they plan to take a personal day. The supervisor/Principal may reject the request if the employee's absence on that particular day will substantially disrupt the educational process in the school. **The supervisor/Principal and Superintendent must approve two (2) or more consecutive personal days.** Personal leave shall not be taken on the day before a holiday or non-contracted day, on the first day following a holiday or non-contracted day, on an in-service day, or on the first or last day of the school year. Any exceptions to the above statement must be approved by the supervisor/Principal.

Date of Request: _____

Staff member: _____ School: _____

Number of consecutive personal days requested: _____

Date(s) of requested personal leave: _____

Principal approval: Yes _____ No _____

Principal signature: _____ Date: _____

Principal should complete the following:

Please describe the impact on instruction/services/etc. due to consecutive absences; describe your plan to minimize any negative effects due to consecutive absences:

Other information related to personal leave request:

Per Board policy, please submit requests of two (2) or more consecutive personal days to the Superintendent or designee for approval.

Superintendent approval: Yes _____ No _____

Superintendent Signature: _____

Comments: _____
