

NAME _____

DATE _____

Article VII - Section 7.7

Full-time certified staff members will receive two (2) personal leave days per year. Half-time employees shall receive one (1). Such personal leave days shall be used only for business or family matters that require the staff member's presence during the school days and are of such nature that they cannot be transacted at another time, such as weekends, after school hours, or during vacations. Notification of such leave days shall be submitted to the superintendent at least two (2) days in advance of the absence, except in the case of an emergency when the explanation may be submitted after the absence. The day immediately preceding or immediately following a legal school holiday, a school vacation period, or the first or last day of a semester shall not be recognized as a personal leave day, except in cases of emergency which the superintendent determines are legitimate. No personal days may be used after May 15 of the school year without the consent of the superintendent. Unused personal days shall accumulate as unused sick days at the end of each school year.

In addition to these two (2) personal leave days, certified staff members will receive three (3) "at cost" personal leave days. Staff members may use these days for any reason they deem legitimate, but they must reimburse the district the full cost for a substitute teacher for the days used. The same notification and restricted use requirements apply as listed above in this section.

_____ - Personal Leave
Date(s) Requested

_____ - Emergency Leave
Date(s) Requested

_____ - "At Cost" Personal Leave
Date(s) Requested

Teacher Signature/Date

Supervisor's Signature/Date

_____ Approved

Superintendent's Signature/Date

_____ Not Approved

Reason _____
