

FOREST HILLS SCHOOL DISTRICT
REQUEST FOR PERSONAL LEAVE

Date: _____

Print Name: _____ School/Building: _____

I request absence from my regular duty on: _____. This leave is requested for (check appropriate item below and state reason for request)

The day shall not be taken within two school days of the beginning or end of a vacation period or sick leave unless stated reasons are requested and approved by the Superintendent or designee

EMERGENCIES:

- Court Appearances (Defined)
- After the Fact (i.e. Accidents, etc.) (Defined)
- Private Concerns Two (2) requests per year. (These personal leave days may not be used for purposes of recreation, vacation, other employment, seeking other employment, holidays or accompanying a spouse on a trip.)

OBLIGATIONS:

- Religious Observances (Defined)
- Family Responsibilities (Defined)
- Civic Responsibilities (Defined)

(Please use reverse side of this sheet if additional space is needed)

In the event more than one employee requests personal leave on the same date, and some requests must be denied due to inadequate coverage within the district, seniority will be utilized to determine which leave request is approved with the most senior employee's request given first priority.

Personal leave shall not be used in lieu of or to extend sick leave, vacation periods or non-pay days. Requests which are discretionary or repeated requests for personal days for the same purpose may be denied. Consideration may be given for time off with pay on an individual basis.

My signature affirms that I have read and understand the master contract language for the use of personal leave and I understand that the use of personal leave outside the parameters of the master contract language could result in disciplinary action up to and including suspension and termination.

Employee Signature:

- () Recommended
- () Not Recommended - Reason

Date: _____ Principal/Supervisor

- () Approved
- () Not Approved - Reasons

Date:

Superintendent/Designee:

Distribution: - White - Employee / Yellow - Supervisor / Pink - Personnel

4/15/99