



Classified & Secretarial Application For Personal Leave

This form should be used for all classified employees (any length of contract).

Name of Employee: _____ SSN/Employee ID#: _____

School/Department: _____

Proposed Date(s) of Leave: _____

INSTRUCTIONS:

Vacation contract secretarial and classified employees may be granted one personal leave day annually at full pay. (See "Personal Leave: section of the Negotiated Agreement.)

Non-Vacation contract secretarial and classified employees may be granted up to two personal leave days annually (proportionate to their regular contract day) with full pay.

NOTE: Employees who do not use their personal leave day(s) will receive 35% of the employee's daily pay rate for each unused day. This payment should be processed during the first two weeks of August each year.

Personal leave should not be taken the day before or after a school holiday (weekdays when school is not in session for students) or during the first or last five days of school. Exceptions must have the prior approval of the school principal or immediate supervisor.

An employee planning to use personal leave must notify the supervisor at least one day (24 hours) in advance, except in cases of emergency. In order to allow time for processing and to avoid a payroll discrepancy, this form should be submitted to the supervisor (when possible) at least ten (10) days before the requested leave date.

Days selected must be entirely acceptable and approved by each employee's immediate supervisor. To assure the normal operation of a school or department, limitations may be placed by the supervisor on the number of employees who can take personal leave on any given day.

I AM APPLYING FOR:

- ONE day of personal leave with full pay.
- TWO days of personal leave with full pay. (Not available for 12 month contract employees.)
- PARTIAL day with pay. Number of hours requested: _____

This leave request is in accordance with the terms of the personal leave program.

Employee's Signature

Date

Principal/Supervisor's Signature

Date