

*** REQUEST FOR PERSONAL LEAVE**

Please return this form to your building principal's office at least three (3) business days prior to leave.
Please use a separate form for each day requested; use one form for consecutive days

NAME (please print) _____	
Personal leave days available _____	
Day(s)/Date(s) of leave _____	
_____	_____
Date	Signature of Applicant

<input type="checkbox"/> Approved <input type="checkbox"/> Denied (reason) _____	
_____	_____
Building Principal	Date

<input type="checkbox"/> Approved <input type="checkbox"/> Denied (reason) _____	
_____	_____
Superintendent	Date

**** REQUEST FOR UNCOMPENSATED LEAVE**

For all uncompensated leave days requested, the employee must provide a written request to the Superintendent, as soon as possible, for review before presentation to the Board.

NAME (please print) _____	
Day(s)/Date(s) of leave _____	
Reason _____	

(If additional space is required, please attach a separate sheet)	
_____	_____
Date	Signature of Applicant

<input type="checkbox"/> Approved <input type="checkbox"/> Denied (reason) _____	
_____	_____
Superintendent	Date

For Office Only – Do Not Write Below this Line

☐ Business Office

☐ Employee

***PERSONAL LEAVE**

Each bargaining unit member shall be granted two days personal leave, per year. This leave may be accumulated without limit through June 29, 2018. Thereafter, accumulated days of personal leave shall be subject to an accrual maximum ("Accrual Maximum"), the maximum number of days of personal leave a bargaining unit member may carry over at the end of a school year as follows:

- As of June 30, 2018, each bargaining unit member's Accrual Maximum shall be six (6) days.
- On and after June 30, 2019, each bargaining unit member's Accrual Maximum shall be five (5) days.

Additional days exceeding the Accrual Maximum shall be converted into sick days at the end of the school year.

No bargaining unit employee shall use more than six (6) consecutive work days, at any point in time, without the approval of the Superintendent.

A bargaining unit member may not take personal leave within the first or last days of school as follows, unless permission has been granted by the Superintendent of Schools or his/her designee:

- 2017-2018: First and last five (5) working days
- 2018-2019: First and last ten (10) working days
- 2019-2020: First and last ten (10) working days

Events for which permission shall be granted include, but are not limited to, college drop-off or graduation; weddings; bereavement/funerals; or other special circumstances as approved by the Superintendent or his/her designee.

A professional employee may elect to add unused personal leave days to his or her accumulated sick leave.

Three (3) days' advance notice must be given for use of personal leave, when possible, and approval granted by Immediate Supervisor.

A maximum limit of five (5) employees will be granted personal leave on any one (1) day.

****UNCOMPENSATED LEAVE - Policy No. 439 (Adopted Feb. 18, 2008)**

The Board recognizes that in certain instances an employee may have a need to request uncompensated leave and the district could benefit from the return of said employee. This policy establishes guidelines for the award of uncompensated leaves of absence.

The Board reserves the right to specify the conditions under which uncompensated leave may be taken.

All requests for an uncompensated leave of absence during the student instructional calendar year shall be for emergencies or nonrecurring events.

The employee must provide a written request to the Superintendent as soon as possible for all uncompensated leave days requested.

The Superintendent will receive and review all requests for uncompensated leave before presentation to the Board.

In an emergency request, the Superintendent may approve leave subject to Board ratification.

Emergency refers to any sudden or unforeseen situation that requires immediate attention. Emergency reasons as used in this section is defined to mean:

1. Sudden illness or accident affecting the employee's immediate family.
2. Acts of God affecting the employee's family or property.
3. Unavoidable legal, medical or business conflicts.
4. Such other reasons as are deemed appropriate by the Superintendent.

Nonrecurring events refers to a situation that is not classified under emergency reasons. Nonrecurring events as used in this section is defined to mean:

1. Special events affecting the employee's immediate family, such as a college graduation ceremony.
2. Such other reasons as are deemed appropriate by the Superintendent.

All personal leave days and other appropriate leave time must be exhausted before an uncompensated leave will be considered.

Approval of a request under this policy does not create a precedent for any subsequent requests and such approval may not be used to establish cause of any subsequent request or to limit the discretion of the party considering any subsequent request.

Family and Medical Leave Act (FMLA) Leave and Child Rearing Leave must follow procedures set forth in Policy No. 435 (adopted August 17, 2009).