



Teacher Application For Personal Leave

Original Copy to Principal/Supervisor only.
DO NOT send copies to Payroll or Human Resources.

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

School/Department: _____

Proposed Date(s) of Leave: _____

Teachers shall be allowed three (3) personal leave days at no cost to the teacher. Personal leave can be taken for any reason at the discretion of the teacher. A maximum of four (4) personal leave days may be taken in a contract year.

A teacher who uses no personal leave during a given contract year will receive an amount equal to the current daily Substitute II rate for one day.

A minimum of one (1) day notice (24 hours) must be given to the principal/supervisor before taking the personal leave, except in cases of emergency.

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 week of school. Exceptions must have the prior approval of the principal/supervisor.

Limitations will be placed by the principal/supervisor on the number of employees who can take personal leave on any given day at the school. Generally, only one (1) or two (2) personal leave days per school, per school day, can be approved. Such limits are necessary based on the availability of substitute teachers. Personal leave will not be granted in connection with any form of job action or work stoppage.

NOTE: *This negotiated benefit is to be used at the discretion of the teacher; however, personal leave should not be used in order to work another job at public expense.*

Employee's Signature

Date

Principal/Supervisor's Signature

Date