

REQUEST FOR PERSONAL LEAVE
Please read back of form before completing.

Name _____ Today's Date _____

Date of Requested Absence _____

_____ Full Deduction of Salary Substitute Needed: Yes _____ No _____

_____ Without Deduction of Salary If 1/2 day: AM _____ PM _____

Restricted:

_____ 1. Funeral of a relative, when absence is not covered under the Sick Leave Article-_____

Relationship to employee

_____ 2. Probating of wills of immediate family members, as defined under Sick Leave Article-_____

Relationship to employee

_____ 3. Required court appearance(s) other than as a defendant if adjudged guilty, except for minor traffic violations.

_____ 4. Graduation exercises of the bargaining unit member or a member of his/her immediate family, as defined in Sick Leave Article-_____

Relationship to employee

_____ 5. Attending a wedding in the immediate family, as defined in the Sick Leave Article-_____

Relationship to employee

_____ 6. Completion of a real estate transaction involving property owned or leased by bargaining unit member.

_____ 7. Religious holiday requiring absence from work.

_____ 8. A serious emergency at home with the documentation form (on back) to be completed upon return.

_____ 9. Attending school functions for a bargaining unit member's child, such as but not limited to, kindergarten screenings, field trips and/or other programs scheduled during the school day.

_____ 10. Accompanying a bargaining unit member's child to college visitations and/or orientations.

_____ 11. Attending graduate school requirements if scheduled during the teacher work day.

Unrestricted:

_____ 12. Unrestricted

Employee Signature _____ **Date** _____

Principal/Supervisor comments _____

Copies to:

Treasurer _____
Applicant _____
Prin/Supv _____
File _____

Principal/Supervisor Date Time

Superintendent Date

_____ Approved _____ Not Approved

Employees of the Gibsonburg Exempted Village School District shall have the right to use personal leave days under the following conditions:

1. Personal leave shall not be taken during the first or last week of the school year for teachers (or the first or last day of the school year for classified staff) and cannot be taken when use of sick leave is appropriate.
2. Requests for personal leave shall be on a standard form supplied by the Board of Education and shall be submitted to the building principal or supervisor at least three (3) days prior to the leave date unless an emergency exists.
3. Personal leave shall not be used in an unprofessional manner so as to project a poor image of the employee or of the schools to the community.
4. Falsification or improper use of personal leave shall result in two (2) days reduction in annual salary. Any second offense involving improper use of personal leave will result in a recommendation being made to the Board for termination.
5. Unrestricted - Only two (2) requests per school year will be permitted under the Unrestricted classification.
No more than five percent (5%) of the teaching staff or ten percent (10%) of classified staff shall be granted unrestricted personal leave on any given day.
6. Restricted – One (1) restricted day will be permitted per year.

DOCUMENTATION FOR SERIOUS EMERGENCY FORM:

State Nature of Serious Emergency at Home: _____

Employee Signature

Date

Superintendent

Date

Approved _____ Not Approved _____