

Appendix B – Article III

PERSONAL LEAVE FORM

Our present Contract states the following on personal leave:

A member may be absent from duty without loss of pay for three days during a school year. Except in emergencies, a written notice of intended absence shall be submitted to the principal or immediate supervisor at least 48 hours prior to the expected absence.

Except in emergencies, personal leave will not be granted on in-service days, the day before or the day after a holiday, vacation, in-service day, during state testing (for those teachers assigned duties), or during the first week and last week of school. No more than 8 members may be absent on any one day on a first-come, first-approved basis.

Please submit this form if you wish to take a personal day.

_____ Signature of Member	_____ Date	
_____ Signature of Principal/Supervisor	_____ Date	
_____ Signature of Superintendent	_____ Date	
_____ Date Requested for Personal Leave	_____ 1/2 day	_____ Whole day