

PERSONAL DAYS REQUEST

PERSONAL DAYS: Three (3) personal days will be granted each year for needs not covered by excused leave for illness or funerals. At least 48 hours advance notice should be given to the building principal for those persons requesting personal days. No personal days may be taken on the first or last day of school, or before or after a school holiday or extended vacation period. In emergency situations personal day leave may be granted with permission of the Superintendent.

For faculty members, the first two days are paid leave and the third day used is unpaid. After the fifth year of employment, the third day of personal leave will be paid from sick leave, if available. Full-time staff members will be granted three (3) personal days without pay. Part-time staff will receive 1.5 personal days without pay.

Name _____ Grade/Subject _____

Date (s) for which personal days are being requested:

Comments:

Administrator's Signature Indicates Approval:

Substitute Request Form must accompany, if applicable.

Revised: 01/11/16