Personal Leave Request Form

Name_________________________________________  Position______________________________

School_________________________________________  Today's Date_________________________

Enter one date on each line below for each day you are requesting to use personal leave and/or one date for any personal days you have taken or for which you have already received approval. Circle the category for each date.

Day 1: ____________________________  used  approved  being requested
                      (past date)  (future date)

Day 2: ____________________________  used  approved  being requested
                      (past date)  (future date)

Day 3: ____________________________  used  approved  being requested
                      (past date)  (future date)

Day 4: ____________________________  used  approved  being requested
                      (past date)  (future date)

Day 5: ____________________________  used  approved  being requested
                      (past date)  (future date)

Note: *If you are a member of a bargaining unit who is allowed to request more than two personal days, consult your CBA for definition of absent

- You must have 3 sick days banked by the date requested for leave for each of the 3rd, 4th, and 5th personal days.
- You must have had 6 or fewer absent* days in the previous school year and have 3 sick days banked to request a 4th personal day.
- You must have had 4 or fewer absent* days in the previous school year and have 3 sick days banked to request a 5th personal day.

Procedure:
1. Complete the top of this form and submit to your principal/supervisor who will recommend whether or not the personal day request should be approved.
2. Scan and email the form, with principal signature, to PLR@reverek12.org and keep the original form for subsequent requests. Alternatively, send a hard copy to Central Office through inter-office mail and address the envelope to "Personal Leave Request".
3. The employee and their supervisor/principal will receive email notification of whether or not the personal day request is approved.

Note: Limits on the number of requests approved each day are detailed in employee collective bargaining agreements. Please reference them. Personal day requests are unlikely to be approved when district professional development is scheduled (principal and director meetings, etc.) unless special circumstances exist. In such cases, direct inquiry to the superintendent is suggested.

Recommend  Do not recommend _____________________________  Date: ____________________________

Signature of principal/supervisor _____________________________

APPROVED  DENIED  _____________________________  Date: ____________________________

Dianne Kelly, Ed.D., Superintendent of Schools