



Teacher / Nurse Request for Personal Leave

A maximum of three Business and Emergency Leave Days per school year may be taken for any or no reason whatsoever; subject to limitations on permissible dates of leave, limitations on number of teachers eligible for leave on any given day, and application procedures developed by the District. Business and Emergency Leave is part of the total paid leave available to teachers and nurses. If an employee has exhausted his or her paid leave, paid personal leave is not available to that employee. Use of paid leave reduces any qualified payments for unused leave buybacks.

Present Date _____

Date of Requested Leave _____

Employee Name _____

Review restrictions below prior to submitting to your principal

School or Building _____

Restricted Dates of leave: Leave will not be approved during:

fall workshop,
the first 5 days of school for students,
one day before/one day after a holiday or break period,
during parent/teacher conferences,
building and district staff development days,
during the last 5 days of school for students and
the last day of work for teachers

Limitations on the number of teachers eligible for leave on any given day: No more than 1 teacher per building per day in elementary and middle schools, and no more than two teachers per building per day in high schools.

Application procedures: Leave must be requested at least 5 days prior to the date of leave by completing this form and submitting it to the building principal for consideration. The form is to be retained in the building principal's supervisory file.

Building Principal Signature: _____

_____ **Approved by the building principal. Approved absences are to be recorded in ABSENCE MANAGEMENT system as Personal Leave at the building level. Do not send this form to Central Office.**

_____ **Not approved by the building principal for the following reason(s):**
