

## PERSONAL LEAVE

A teacher may use up to three (3) days per year of accumulated personal leave without any discretionary judgment on the part of any administrator, provided the leave request is for one of the following reasons:

- Serious illness or death of someone other than the immediate family.
- Legal or business transactions which cannot be completed at times other than regular school hours. Legal or business transactions are not to be considered transporting family members to and from college or job interviews.
- Graduation from college by individual teacher, spouse, son or daughter.
- Member of a wedding party (bride, bridegroom, best man, bridesmaid, usher, father, mother, sister or brother of the bride or groom)
- Paternity leave. One (1) day will be allowed to attend the birth of the child and one (1) day to return the family from the hospital. Childbirth is not to be considered an illness unless complications or actual physical illness develops for the mother or child.

Name \_\_\_\_\_

Date \_\_\_\_\_

Position \_\_\_\_\_

Building Assignment \_\_\_\_\_

Indicate date(s) for Personal Day

Date(s) \_\_\_\_\_

I certify my absence is for reasons stipulated above.

Signed: \_\_\_\_\_

Approved by \_\_\_\_\_

Date \_\_\_\_\_

- Requests for a personal day shall be made in advance, as soon as possible.
- A personal day cannot be used to extend a vacation or holiday period.
- Explanation for Absence – Should there be a reason to suggest that accumulative leave days were used for a purpose not stated above, the Superintendent, or his designee in the Central Office, may require a written explanation of the absence.
- Requests for paid leave for reasons other than those stipulated above should be submitted in writing to the Superintendent of Schools.