

PRAIRIE CENTRAL COMMUNITY UNIT SCHOOL DISTRICT NO. 8

REQUEST FOR PERSONAL LEAVE

11.1.2 Each non-certified employee who regularly works at least five (5) hours or more per day and all full-time teachers shall be entitled to two (2) personal leave days per year subject to the following restrictions:

1. The employee shall notify the principal or immediate supervisor prior to taking personal leave; subject to approval by the administration and the availability of substitutes. No reason shall be given. The employee will notify the principal or immediate supervisor five (5) working days in advance of taking the personal leave so a qualified substitute may be found.

2. No days may be used immediately before or immediately after a holiday or vacation period. No days may be used during the first two or last two weeks of student attendance except for graduation or funeral of a non-immediate family member. Employees may use personal leave during this time for attending the high school or college graduation ceremonies of the employee's children, grandchildren, or a wedding of an immediate family member. Employees may request personal leave days during the aforementioned period at the discretion of the Superintendent.

3. Such personal leave may not be used in increments of less than one-half (1/2) day at a time.

4. Personal leave days shall be granted to no more than fourteen (14) employees on any given day. Additional employees may be granted leave at the discretion of the superintendent.

Please fill out and **copy in duplicate and submit to your principal five (5) days prior to leave day.** (It is recognized that emergencies will arise. These will be considered on their individual merits.)

Name _____

Today's Date _____

DATE OF REQUESTED ABSENCE

_____ Full Day Partial Day ___AM ___PM
Weekday Month Day Year

NOTE: If employee is requesting a leave pertaining to #2 above, a reason must be given prior to submitting for approval.

REASON: _____

Approved Not Approved Principal _____

Approved Not Approved Superintendent _____