

NON-CERTIFICATED REQUEST FOR PERSONAL LEAVE

OAPSE 151 – Clerical/Ed. Aides Miscellaneous

A. Personal Leave Requirements:

- Employee shall be granted a maximum of two (2) unrestricted days of personal leave per year to all full time employees (two (2) half-days for half time employees) for personal or emergency leave that cannot be scheduled outside regular school hours.
- Personal leave may not be taken for recreation, shopping, seeking employment, other employment, pleasure trips, accompanying someone on a business or pleasure trip, extending a holiday or a vacation or other similar activities.
- Personal leaves may not be taken during the first two weeks and the last two weeks during school session without a specific reason and administrative approval. (For Miscellaneous employees, this time is unrestricted.)
- The employee shall make requests for personal or emergency leave forty-eight (48) hours in advance through the employee’s immediate supervisor.
- Unused personal leave for the previous year shall be converted to sick leave on July 1 of each year. (School year shall be defined to be July 1 through June 30.)

B. Family Medical Leave Act - If sick leave is exhausted, employees must use personal days.

C. If personal leave is improperly used for any of the reasons listed above, the individual may be suspended or terminated in accordance with the contract for your position.

<u>PERSONAL LEAVE REQUEST</u>		Today’s Date _____
I hereby request _____ day(s) personal leave on _____ (Mon./Tues./Wed./Thurs./Fri.)		
_____’ (Month and Day)	_____ (Year)	
Reason (if required) - _____ _____		
I hereby declare that the information stated is true and accurate to the best of my knowledge and belief.		
_____	_____	
Please Print Full Name	Signature of Employee	
_____	_____	
School(s)	Acknowledged by	

FOR OFFICE USE ONLY – Days Previously Approved _____

Approved at no loss of pay Approved at loss of pay Not approved, reason as follows:

<p><u>SEND ALL COPIES TO HUMAN RESOURCES</u> Human Resources will distribute as follows: Non-certificated Employee Treasurer Personal File Copy Principal/Supervisor</p>

Assistant Superintendent for Human Resources

Date: _____