

PERSONAL LEAVE REQUEST FORM

Non-Certified Personnel

Personal leave will be approved as follows for non-certified personnel:

Three non-restrictive days per school year

1. The above days will not be accumulative and will be for each school year July 1 to June 30th.
2. Request shall be in writing on a prescribed school form.
3. Request should be presented to the building principal or supervisor at least three (3) school days in advance except in the event of an emergency.
4. Personal leave shall be granted contingent upon substitutes being available.
5. Personal leave shall not be granted for the first or last day of school.
6. Personal leave shall not be granted for the first week of school or the last week of school nor shall it be granted the day before or the day after a vacation or holiday, unless otherwise approved by the Superintendent or designee.
7. Personal leave shall not be granted for less than one-half day units.

I am requesting to be absent from my position on _____
Date

Employee Date

Principal/Supervisor Date

Superintendent Date