

ATTACHMENT I - PERSONAL LEAVE REQUEST FORM

- A. Teachers will be granted three (3) restricted personal leave days.
- B. The above days will be for each school year July 1st to June 30th.
- C. The above days will be restrictive for the present personal leave reasons, which are necessary and compelling.
- D. Personal leave days may be used by teacher for personal obligations that are necessary and compelling which involve family events, community events, business transactions, or legal transactions subject to the following conditions:
  - 1. Request shall be in writing on a prescribed school form, which will include a check list for stating reasons.
  - 2. Request shall be presented to the building principal at least three (3) school days in advance except in the event of an emergency.
  - 3. Lesson plans shall be presented to the building principal at least one (1) day in advance of the day(s) requested, except in an unforeseen emergency.
  - 4. Day(s) may not be taken on the last workday before, or the first workday following, any holiday or vacation except:
    - a. In the event of an emergency; or
    - b. Prior approval is obtained from a joint committee of two (2) administrators appointed by the Superintendent and two (2) members of the bargaining unit selected by the Association President.

The members of the joint committee shall be appointed prior to the first teacher contract day of the 2004-05 school year and replaced thereafter by each party as needed. Its charge shall continue through the life of this Master Contract.

Members of the bargaining unit may apply to the committee for the use of Personal Leave and shall be permitted to present a case for use of such leave to the committee. The application is filed with the Superintendent, with a copy to the Association President, *either of whom* can initiate the process.

The decision of the committee shall be reached by consensus as soon as possible.

- 5. The number of teachers using leave in any one day will be determined by the availability of substitutes.
- 6. Day(s) shall not be used in an unprofessional manner so as to project a poor image of the teacher to the school or community.
- 7. I am requesting to be absent from my position on \_\_\_\_\_ for the following reason:

Family Event  Community Event  Business Transaction  Legal Transaction

Emergency-Explanation \_\_\_\_\_

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date