

## Request of Personal Days Used Before or After a School Holiday

Article V, Section A.2.c. of the master contract agreement addresses the use of personal days before or after a school holiday. It states: *In the event of an emergency or extraordinary circumstance, which shall be interpreted to mean an emergency and/or extraordinary circumstances that would rarely occur or be highly unusual, on the day before or after a school holiday, the teacher may utilize a paid personal annual leave day. The teacher's request must be made in writing to and filed with the Superintendent. The reason(s) for and proof of the need for absence must accompany the written request. If a teacher cannot secure proof prior to the absence, the teacher must provide this proof immediately upon his or her return to work. A specific form will be developed for this purpose. Approval of this leave day is at the sole discretion of the Superintendent and may not be appealed. If the teacher takes a day that is not approved by the Superintendent, the teacher may take a non-paid day. A teacher who must take a non-paid day as the result of the Superintendent's disapproval of this day of personal annual leave will lose the professionalism point on his or her RISE Evaluation.*

**Teacher Name:** \_\_\_\_\_ **School:** \_\_\_\_\_

**Date of Requested Personal Day** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Reason for Need to Utilize a Personal Day:**

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### Employee's Acknowledgement and Signature

I certify that the above information is true and correct to the best of my knowledge. I am aware that if a paid personal day is not approved and I chose to utilize the day, it will result in a non-paid day and a loss of the professionalism point on the RISE Rubric.

\_\_\_\_\_  
Teacher Signature \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Date

### Principal's Acknowledgement and Signature

I acknowledge I am aware of this employee's request.

\_\_\_\_\_  
Principal Signature \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Date

### Superintendent's Ruling:

\_\_\_\_\_ This leave is **approved**. Comments: \_\_\_\_\_

\_\_\_\_\_ This leave is **denied**. Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Superintendent Signature \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Date

cc: Employee, Principal, Payroll Coordinator