



Teacher     Paraprofessional

I request permission to take \_\_\_\_\_ as my  1<sup>st</sup> Business Day or  2<sup>nd</sup> Business Day.  
Month/Day/Year

**I understand that, according to the Master Agreement:**

- A. Personal leave, in all cases except unforeseen emergency requires at least two (2) days advance notice to the principal or immediate supervisor.
- B. Personal leave is to be used for sound, pressing, and unavoidable reasons only and its proper use may be subject to verification at the request of the school administration if warranted by the employee’s previous attendance record, or if there is a legitimate cause to suspect that the leave has been used improperly.
- C. Personal leave days are not to be used for any purpose that one could construe to be a failure to accept one’s professional responsibility and/or failure to conduct one’s self in a professional or ethical manner. Personal leave days are not to be used for health or medical appointments.
- D. Should it be determined that personal leave has been used improperly the employee shall be subject to disciplinary procedures up to and including loss of salary.
- E. Personal leave days are not to be used the last day before a vacation or the first day after a vacation. Exceptions may be made at the discretion of the Superintendent.

The following information is required for this process:

***Please Print Legibly***

Employee’s Name (Print): \_\_\_\_\_

Employee’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Administrator’s Name (Print): \_\_\_\_\_

Administrator’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_