

**Prentice School District
Personal Leave Form
(Certified & Non-Certified Staff)**

Reference: Employee Handbook, Section 12 - Personal Leave

SECTION 12. PERSONAL LEAVE

12.01 Personal Days Provided

- A. Teachers: Teachers shall be entitled to up to 2 days of personal leave each employment year.
- B. Non-Union Support Staff: Support staff shall be entitled to up to 2 days of personal leave of their normal hours. Administration is 2 days of personal leave. Other personnel personal days come from sick leave.
- C. A "day" of personal leave is defined the same as a "day" of sick leave and may be used in the same increments as sick leave.

12.02 Reasons for Personal Leave

Personal leave may be used for compelling personal obligations, which cannot reasonably be conducted outside of the employee's workday.

12.03 Approval of Personal Leave and the Total Number of Employees on Personal Leave

- A. A request in writing to the Administrator shall be made as far in advance as possible, normally not less than two (2) days. Emergencies may delay the submitting of the written statement until the employee returns to work.
- B. The Administrator has the right to approve or disapprove all requests.
- C. No more than two (2) employees in the elementary and two (2) from the high school may take personal leave on any given day when school is in session, unless the District Administrator or his/her designee grants approval to exceed the two (2) employee limit.

12.04 Part-time Employees

Part-time employees will receive personal leave on a pro-rated basis based upon the number of hours they are scheduled to work. The pro-rated amount shall be based on the assumption that a full-time employee works 2,080/2088 hours per year.

12.05 Personal Leave Increments

Personal leave may be allowed in increments of hourly.

Employee's Name (print):

Date (s) of requested leave:

___ First personal day: ___ 1 day or ___ hours (time) from: to

___ Second personal day: ___ 1 day or ___ hours (time) from: to

Employee's Signature:

Date of Request:

For office use only

___ Leave granted

___ Leave request denied - too many gone in building and no subs available

___ Leave request denied - no available personal time

Principal _____

Date _____