

**PIKELAND COMMUNITY SCHOOL DISTRICT # 10
PERSONAL LEAVE FORM**

Each employee shall be entitled to three (3) days personal leave per year, of no less than 1/2 day increments without loss of pay. Twenty-four hours in advance notice to the Superintendent and principal is required, except in emergency situations.

These days may not be used during the first or last week of school, or immediately before or after a holiday without the approval of the Superintendent or his/her designee for emergency situations. No more than five teacher personal days may be used on any given day, on a District wide basis. These days are not cumulative; however, unused personal leave shall be allowed to accumulate as sick leave.

PERSONAL LEAVE REQUEST INFORMATION

I, _____, am requesting _____ day(s) of personal leave. The date(s) said leave will be used are:

Reason for personal leave request (Optional)

Date

Employee Signature

Principal's Signature

Superintendent/Designee Signature

Date

BOARD OFFICE USE ONLY

_____ Personal Leave Available

_____ Personal Leave Approved

_____ Personal Leave Denied