

Name: _____

Today's Date: _____

ALTOONA-MIDWAY USD 387 EMPLOYEE LEAVE REQUEST FORM

TYPE OF LEAVE:

Universal Leave Professional Vacation School Trip Bereavement

1. **Date(s) of leave requested:** _____

2. **Reason for request:** _____

3. **What expenses and/or requested reimbursement will be involved?** _____

4. **Will need sub for that day:** Yes No

SUBSTITUTE TEACHER INFORMATION (if none list "none", if half day indicate, am or pm)

Substitute Teacher: _____

Sub Date: _____

5. **The following forms are attached:**

- Transportation/Calendar Request Form**
- Requisitions for Conference Fees, Hotel and any other expenses reimbursable by the District**
- Completed Registration Forms**

SIGNATURES:

Employee Signature: _____

Date: _____

Principal/Supervisor Approval: _____

Date: _____

Superintendent Approved: _____

Date: _____

CERTIFIED STAFF PERSONAL LEAVE REQUEST

Each teacher will be given two (2) days per year, for personal business. After accumulation of ten (10) or more days, a maximum of ten (10) days can be used in one year. Accumulated days, any or all, may be cashed in at the end of a school year or at the time the teacher leaves the district at a rate of \$35.00 per day. Unused days not paid for at the end of each school year will be allowed to accumulate.

Personal Leave shall be subject to the following limitations:

1. Personal leave must be approved in writing by the superintendent and/or his designee at least twenty-four (24) hours in advance. In case of emergency, the superintendent may waive prior notification. In the event a request for personal leave is denied, notice will be given the teacher promptly.
2. Personal leave may not be taken during the final two (2) weeks of school.
3. Personal leave cannot be taken the day before a vacation begins, nor on the day after a vacation period ends.
4. Personal leave cannot be taken on days scheduled for district inservice/staff development.
5. Personal leave cannot be taken on days scheduled for Parent/Teacher Conferences.
6. Personal leave cannot be taken on special days such as days scheduled for class field trips, fun days, etc.
7. Personal leave cannot be taken on days designated on official school calendar as make up days lost because of inclement weather.
8. Superintendent may grant personal leave in exception to the above policies under extenuating circumstances.