

General Guidelines

- The following vacation/holidays may be extended by use of personal days: Labor Day, Christmas, Good Friday/Easter, Thanksgiving, Deer Hunting (Nov. 15), Spring Break and Memorial Day.
 - Extension of holiday requests are for use of personal leave. Certified staff must have personal leave available in order to request holiday extension.
 - Certified staff may apply for the use of personal days to extend either pre or post vacation/holiday.
 - When certified staff is granted use of personal days for any one of the vacation/holidays he or she will not be eligible to apply for any other extension for the duration of the school year unless there is less than the maximum number of teachers applying to use the additional dates.
 - With the exception of Labor Day, no applications will be taken prior to September 10th of each year.
 - Provided substitutes can be scheduled, five (5) teachers per building may be absent on a first come, first served basis.
 - Non-refundable travel costs arranged prior to receipt of notification of the granting of leave requests are the sole responsibility of certified staff members.
 - Upon receipt of notification that the holiday extension request has been granted, certified staff must enter leave requests into Willsub.
- ❖ **Teachers must apply at least sixty-five (65) days before prior to the vacation/holiday date they are seeking to extend with the exception of Labor Day.** *Exact dates are posted in teachers' lounges by September 10th of each school year.*
- ❖ **With the exception of Labor Day, no applications will be taken prior to September 10th of each year.**

Requests can be made either written or electronically by e-mail as long as all information on the request slip is included in the request.



**Beaverton Rural Schools
HOLIDAY EXTENSION – CERTIFIED STAFF
Request Slip**

Name:	Grade/Department:
Vacation/Holiday to be extended:	
Number of days requested:	Date(s) requested:
State (briefly) your purpose for the request:	

For office use only:

Request received: _____ (date/time)