

Parker Unified School District #27

REQUEST FOR PERSONAL LEAVE BOARD POLICY "GCCB"

GCCB
PROFESSIONAL / SUPPORT STAFF
PERSONAL / EMERGENCY /
RELIGIOUS LEAVE

Each staff member will be granted personal leave not to exceed two (2) days per year, chargeable to sick leave. percent (10%) of the staff or other groupings of employees may take personal leave at any one time. Requests be received at least four (4) working days prior to the first day of leave, and must be approved by the principal.

Requests shall be acted upon in order of receipt, and the availability of substitutes, if necessary, may limit the r granted at any one time.

Personal leave will not be granted during the following periods, except in extraordinary circumstances that are school and District administrative levels:

- On the day immediately preceding or following a holiday or vacation.
- During the first two (2) weeks of school or the last two (2) weeks of school

Date:_____

Request for personal leave on _____ and _____

Purpose of leave (optional) _____

Printed name of person requesting leave

Signature of person requesting leave

Approved_____

Disapproved_____

Principal's Signature

* Special consideration may be given to requests made before and after holidays and during the first two or last two weeks of school, **if an emergency condition exists.**

This is an emergency request: Yes_____ No_____

Please describe the nature of the emergency in writing below:
