REQUEST FOR PERSONAL DAY/S

Personal Leave: Employees may use two (2) days for personal leave. No personal leave may be taken during the first five (5) or last five (5) days of school. Personal leave may not be taken immediately before or after any holiday or Board granted break. Employees must give their building principal three (3) days advanced notice except in emergency situations. No more than five (5) certified employees and five (5) support staff may take personal leave on any school day. Any unused personal days will be added to accumulated sick days. The superintendent may grant exceptions to the rules listed above; however, denial of a request for exception is not subject to the Grievance procedure.

I request _____ day/s absence in accordance with the 2008-2011 Agreement between the LEEO and the Lincoln Elementary School District #27 Board of Education. The absence is of a personal nature.

I understand that failure on my part to observe any of the conditions described in the Agreement noted above may result in a denial of my request. The building administrator's recommendation is required before the Administration Office will respond to any request for personal days.

Date/s of Absence:_____

Employee's Signature:_____

Principal's Signature:_____

Superintendent's Authorization:_____

9/08