

PERSONAL LEAVE REQUEST
CERTIFICATED STAFF

EMPLOYEE NAME: _____

REQUESTED LEAVE DATE(S): _____

CHECK ONE: HALF DAY _____ FULL DAY _____

EEA/ENTIAT NEGOTIATED AGREEMENT <u>ARTICLE IV, SECTION 2: PERSONAL LEAVE</u>

- A. Personal leave with pay of three (3) days each contract year will be granted by the District to each certificated employee. Personal leave is authorized to enable certificated employees to take care of personal/business situations which require absence during school hours and cannot be arranged for or scheduled on non-business days or non-school hours, and is not classified as emergency leave under Section 1 of Article IV. Unused personal leave days may be carried over to the next school year. The total number of personal leave days available in any given year will not exceed five (5). The District pays for the cost of substitutes.
- B. Personal Leave Cash-Out: The District will cash out up to three (3) personal leave days at the District's daily substitute rate. The District reserves the right to cap the cash-out daily rate at \$150. The cash-out option will be automatically processed for all certificated employees who have accumulated balances of more than more than two (2) personal days at the end of the school year, and who would, in the absence of cashing out the excess days, lose one, two or three personal days (since carryover is limited to two days (2)). The cash-out calculation will be made at the end of the school year, and payment will be made in the July payroll check.
- C. A request to use personal leave will be made at least two (2) business days before taking such leave, except during May and June (see "D" below). The requests for personal leave will either be for a half or full day(s), based on 50% or 100% of an employee's regular workday hours. Unless approved by the Superintendent, no more than two (2) consecutive personal leave days will be approved. Unless approved by the Superintendent, personal leave days may not be used during the first and last week of each trimester.
- D. In the months of May and June, no more than two (2) certificated employee's request for personal leave on Mondays and Fridays will be approved unless approved by the Superintendent. During May and June, personal leave requests may not be approved without five (5) business days' notice. Personal leave requests during this period will be approved contingent upon the availability of substitutes.

EMPLOYEE SIGNATURE

DATE

APPROVED: _____ DENIED: _____

SUPERINTENDENT SIGNATURE

DATE