

PERSONAL LEAVE REQUEST

CLASSIFIED STAFF

EMPLOYEE NAME: _____

REQUESTED LEAVE DATES: _____

CHECK ONE: HALF DAY _____ FULL DAY _____

PSE/ENTIAT NEGOTIATED AGREEMENT
ARTICLE IX, SECTION 9.8: PERSONAL LEAVE

Personal leave of three (3) days each contract year shall be granted by the District to each classified employee with pay. An employee may carry forward two (2) personal leave days per year to the following year, for a maximum of five (5) days in any given year. Personal leave is not deducted from sick leave. The District pays for the cost of substitutes.

Notice to the Superintendent for personal leave shall be made at least five (5) days before taking such leave. Personal leave may be scheduled a minimum of one (1) hour at a time. No more than two (2) consecutive personal leave days at a time may happen unless approved by the Superintendent. For school-year employees (not year-round), personal leave will not be available for the day before or the day after the winter break or spring break periods. Unless approved by the Superintendent, personal leave days may not be used during the first two (2) weeks and the last two (2) weeks of the school year.

EMPLOYEE SIGNATURE DATE

APPROVED: _____ DENIED: _____

SUPERINTENDENT SIGNATURE DATE

EMPLOYEE NOTES

SUPERINTENDENT NOTES