



BUSINESS DAY REQUEST FORM

Teacher

Paraprofessional

Name: _____

I request permission to take _____ as my 1st Business Day or 2nd Business Day.
Month/Day/Year

I understand that, according to the Master Agreement:

- A. Personal leave, in all cases except unforeseen emergency, requires at least two (2) work days advance notice to the principal or immediate supervisor.
- B. Personal leave is to be used for reasons that necessitate a teacher's absence. Recognizing the importance of teacher attendance to the educational process, teachers will utilize personal leave in a professionally responsible manner.
- C. Personal leave days are not to be used the last day before or on the first day after a school holiday, vacation or recess period as designated on the school calendar. Exceptions may be made at the discretion of the Superintendent.
- D. Part-time employees shall receive a pro-rated portion of personal leave.
- E. Personal leave days which are not utilized by a teacher in a school year shall be paid to the teacher, by the conclusion of the school fiscal year, at the rate of seventy-five percent (75%) of the current substitute per diem rate for each unused personal day. Teachers who give written notice to the District by the last teacher work day may elect to have unused personal leave days credited to their sick leave accumulation.

The following information is required for this process:

Please Print Legibly

Employee's Name (Print): _____

Employee's Signature: _____

Date: _____

Administrator's Name (Print): _____

Administrator's Signature: _____

Date: _____

For Human Resources Department use only

Leave time balance: _____ Personal Leave

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