

Eastmont School District
Personal Leave Request



Employee Name:		Date:	
School/Location:			

Personal leave is authorized to enable employees to take care of personal emergencies 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.

I request a day of Personal Leave to be used on _____
 (Date)

Please check your applicable Collective Bargaining Agreement for further information on Personal Leave (please check one below):

<input type="checkbox"/>	E.E.A. Contractual Agreement: Article VII, Section C
<input type="checkbox"/>	P.S.E. Contractual Agreement: Article VIII, Section 8.7
<input type="checkbox"/>	Secretaries' Contractual Agreement: Article IV, Section B
<input type="checkbox"/>	ParaProfessionals' Contractual Agreement: Article IV, Section B

Building/Site Approval:

District Office Approval:

 Administrator/Director

 Director of Human Resources

 Date

 Date

PLEASE SUBMIT THIS FORM IN DUPLICATE
One copy will be returned to you for your records