

DANVILLE LOCAL SCHOOLS

PERSONAL LEAVE REQUEST

The Danville Administration reserves the right to specify within the limits of law, the manner of proof of personal necessity, the type of situations in which such leave will be permitted and the total number of days which may be used in any school year for personal leave.

If the Danville Administration changes the official school calendar after the first day of school, a certified or classified employee may be granted a personal leave day for attending a regularly scheduled class; ceremony or other such activity as approved by the Superintendent.

Up to three (3) days of personal leave with pay may be used if approved by the Superintendent. Personal leave should be used only as needed to manage of personal business or appointments that can not be scheduled outside of regular school hours.

The following restrictions shall apply to personal leave:

- a. Application for such leave will be made to the Superintendent on the form provided.
- b. Notice of intention to use personal leave shall be given to the Superintendent at least five (5) days in advance; provided, however, that such notice shall be waived when the leave is for a personal emergency. *If request is submitted less than five (5) days in advance, reason (*) for use of personal day leave must be given.

*Reason for personal day use if submitted less than five (5) days in advance.

- c. Requests for personal day leave for the month of May must be received by the Superintendent no later than April 15th, and must be accompanied by a note from the employee stating the nature of the need for the leave.
- d. Personal leave is prohibited on the day preceding or following a holiday or vacation; provided, however, that such prohibition shall not apply when the leave is for a personal emergency. *Emergency leave requests must be accompanied by a note from the employee stating the nature of the need for the leave.
- e. Personal leave shall not accumulate beyond the end of a given school year.
- f. No personal leave shall be taken to earn additional compensation or to seek other employment.

Name _____ Date _____ Bldg. _____

Date Missed _____ Number of Personal Days Used This Year _____

Signature of Employee _____ Date _____

Signature of Principal or Supervisor _____ Date _____

Signature of Superintendent _____ Date _____

REV DATE: 9-04