

## PERSONAL LEAVE REQUEST FORM

### ELMIRA CITY SCHOOL DISTRICT

430 W. Washington Ave

Elmira, NY 14901

(607) 735-3000

#### (E.T.A.) Appendix W – Article 3.35 – Personal Leave

All full-time employees shall receive two (2) days of personal leave per year with pay. The purpose of the personal leave is to allow an employee the opportunity of conducting business of a personal nature which they do not wish to reveal and which cannot be conveniently transacted at any other time. Further, personal leave may not be taken on either the work day immediately before or after a holiday or vacation period, or in conjunction with other absences to extend a holiday or vacation. In extremely extenuating circumstances, permission may be granted by the District upon receipt and review of such reasons. **For the period between January first and June thirtieth, it is requested that notification for personal leave shall be made to the Building Principal at least two (2) school days in advance.**

#### (I.S.E.A) Article 8 – Personal Leave

An employee shall be entitled to three (3) days paid personal leave per year. In general, personal leave will be granted for matters which cannot be taken care of outside regular school hours and for reasons serious enough as to cause undue inconvenience or hardship. Personal leave may not be used to extend a school holiday, but may be used in conjunction with a vacation leave so long as the combination does not extend a school holiday while students are in regular session. If a member has extenuating circumstance, permission may be granted by the District upon receipt of such request and review of the reasons.

#### (E.S.S.A.C.) Article XI – Personal Leave

All full-time administrative personnel shall receive two (2) days of non-cumulative personal leave each year with pay. In general, personal leave will be granted in connection with matters which cannot be taken care of outside of regular school hours and for reasons of a serious enough nature as to cause undue inconvenience or hardship. Requests for such absence will be submitted to the Superintendent of Schools or designee by completing the personal leave request form except in case of emergency where advance notice cannot be given.

#### (C.M.C.W.) Article 7 – Personal Leave

Effective July 1, 2014, an employee may receive three (3) paid personal leave days per year. The benefit shall apply to all unit members. In general, personal leave will be granted for matters which cannot be taken care of outside regular school hours and for reasons of a serious enough nature as to cause undue inconvenience or hardship. Personal leaves will not be granted for any day or part of a day immediately prior to or following a vacation day or holiday. An employee who wishes to take personal leave must complete a personal leave request form and submit it to his immediate supervisor, except in cases of emergency when advance notice cannot be given.

#### (C.W.A.) Article 8 – 8.04 – Personal Leave

All employees may receive three (3) days of non-accumulative personal leave per year with pay. Request for personal leave must be submitted on the personal leave form 48 hours in advance of the day being requested. The request shall be submitted to the Supervisor of Transportation. In cases of emergency, the 48-hour notice may be waived by the Supervisor of Transportation. In all cases, the work of the department shall take precedence.

**Name of Employee:** \_\_\_\_\_

**Building/School and Position:** \_\_\_\_\_

**Date(s) of Personal Leave:** \_\_\_\_\_

I am taking personal leave consistent with the conditions set forth above. (Any exception to the above-stated conditions for personal leave must be approved by the Director of Administration.)

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Principal Approval:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Extenuating Circumstance Approval Granted**

**Administrator Approval:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**After Supervisor has given their approval, send form to Personnel for final review**