

RICH TOWNSHIP HIGH SCHOOL DISTRICT 227

APPLICATION FOR PERSONAL LEAVE –CLASSIFIED STAFF

1. Every employee shall be entitled to paid personal leave in the amount of two (2) days per school year, which may be taken in not less than half-day units. A half-day until shall be defined as being absent one-half or less of the number of paid hours the employee is regularly scheduled to work in a normal work day. Personal leave is interpreted to mean an emergency or other urgent and compelling business, which cannot be transacted outside of the employee's regular working hours.
2. In order to qualify for personal leave, a continuing employee must give written notice to his or her immediate supervisor at least two (2) work days in advance of the day the absence is anticipated
3. Personal leave may not be taken the first or last week of the school term or on the work day immediately before or after a school holiday or vacation.
4. Personal leave may be denied by the immediate supervisor if it would result in more than 10% of the employees in that department at that building being absent for personal leave on any given day. This provision shall not be used to prevent the absence due to personal leave of at least one employee in those cases where one employee is more than 10% of the number of employees in that department at that building.
5. Unused personal leave shall not accumulate annually but shall be added to accumulated sick leave if the personal leave is unused.
6. An immediate supervisor may, but is not required to, waive the provisions of Sections B and C above in cases of undue hardship and/or emergency. However, such waiver shall not establish a precedent nor shall it be precedential.
7. Immediate supervisor shall mean:
 - a. For custodial employees, the foreperson to whom the employee is assigned;
 - b. For food service employees, the manager of each campus;
 - c. For clerical employees, instructional assistants, attendance facilitators and monitors, the building principal or his/her designee;
 - d. For technical support employees, the supervisor of technology.

Date of requested absence _____ Half day ____ Full day ____

Signature of applicant _____ Date: _____

Approved or Disapproved _____ Date: _____
(circle one) Signature of Supervisor

Principal Signature _____ Date: _____

Human Resources Signature _____ Date _____

Cc: File
Payroll