LASALLE/PUTNAM COUNTY EDUCATIONAL ALLIANCE FOR SPECIAL EDUCATION
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PERSONAL LEAVE REQUEST FORM

Personal Leave – (L.E.A.S.E. Policy 5.24)

All regular, full-time staff shall be given a minimum of two (2) personal leave days per year by the Executive Committee.

A personal leave day is defined as a day established by the Executive Committee for the purpose of allowing staff time to conduct personal business which is impossible to schedule at a time other than during a work day. Personal business is defined as business of a personal nature **which cannot be conducted at a time not in conflict with an employee's regular work day, or an emergency over which the employee has no control which requires immediate attention.**

The use of a personal leave day for personal business is subject to the following conditions:

Except in cases of emergency or unavoidable situations, personal leave requests should be submitted to the director at least three (3) days in advance of the requested leave date. If the leave is for an emergency, the employee shall complete the form required by the Executive Committee immediately upon returning to work. For an emergency situation, the form must be filed by the end of the third school day following the absence, or a deduction will be made from the employee's pay.

Genrally personal leave days may not be used immediately before or immediately after a holiday. The intent of personal leave is not to extend vacation or holiday periods.

Personal leave may not be used in increments of less than one-half (1/2) day at a time. Half-days may be taken when the situation so warrants and employees are urged to use 1/2 days when possible.

Personal leave days may not be used on in-service or institute training days.

Personnel leave approval is subject to having an adequate number of personnel to cover necessary office functions and to the availability of a substitute to cover any necessary duties.

At the end of each school year, any unused personal days shall be converted to sick days and added to the accumulated total sick days.

All decisions regarding personal leave shall be made by the director or designee.

The purposes for which personal leave might be used are as follows:

1. Court dates
2. Appointment with attorney
3. Personal family matters
4. Home emergency (specify)
5. Movement of household goods to new residence (give new address)
6. Car trouble (specify)
7. Funerals not covered by sick leave
8. Other (must be specified if using this reason)

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REQUEST FOR PERSONAL DAY(S)

Name _____

Date(s) of Absence _____ Date Received by Director _____

Reason for Leave – If requested leave is extending a school holiday or vacation period or if leave is requested without the required notice period, then one of the reasons listed above must be given.

_____

_____

I understand that the electronic submission of this form by e-mail is the equivalent to my signature.

_____ _____ Approved ☐ Disapproved ☐

Signed Employee Signed - Director

Revised 08/2008

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