

Pre-Approval for Educational Support Personnel
Personal Business Leave

This form must be used by employees whose contract or working agreement specifies entitlement to personal business leave days to request personal business leave days. Except in cases of emergency or unavoidable situations, requests MUST be submitted to the Building Principal or Immediate Supervisor FIVE days in advance of the requested date. Pre-approval must also be signed by Building Principal or employee's supervisor before being submitted to the Superintendent.

This form is not needed to give notice concerning sick or funeral days. When needing to use sick days, all employees are required to give electronic/verbal notice to the immediate supervisor in order to allow for proper arrangements for a substitute.

Use of personal days is as follows:

Leave for personal business may be requested up to four days per year (non-cumulative) to be used, by half day fractions, with the approval of the building principal or immediate supervisor.

Name: _____ Date: _____

Number of Days Leave: _____ Date(s): _____

Purpose of this leave: _____

Substitute Necessary: _____ Yes _____ No / _____ Full Day _____ Half Day

Substitute's Name: _____

Principal's Recommendation & Signature: _____ Date: _____

_____ Approved w/Compensation _____ Approved w/out Compensation _____ **Not Approved**

Reason for Denial: _____

Superintendent's Recommendation & Signature: _____ Date: _____

_____ Approved _____ **Not Approved**

Reason for Denial: _____