

LEAVE REQUEST FORM

TO: Assistant Superintendent – Human Resources

TODAY'S DATE: _____

EMPLOYEE ID NO.: _____

Date Requested: _____

Day of Week: _____

Substitute Needed: All Day: _____

Partial Day: (List Times) _____

Substitute Not Needed: _____

Each full time non-administrative employee may use five (5) days (no more than three (3) days consecutively) of leave each year for **emergencies or other urgent and compelling business** which cannot be conducted during non-school hours or days. Honeymoon and vacations are usually not considered sufficient reasons for a business day. Days used for business leave will be deducted from the employee's sick leave. Unused business days will not accumulate as business days. **Requests for business leave of three (3) days or less do not require this form and should be reported by the employee to the current substitute system.** *In lieu of taking a Personal Business Day for religious observances, the employee and direct supervisor will develop a plan to make up this time, keeping in mind student/school needs and employee needs with work that closely aligns to the employee's job description. Please send a letter to Human Resources with your request prior to the religious observance day(s).

BUSINESS LEAVE (More than three (3) consecutive days-letter attached)

If more than three (3) days are needed consecutively, the employee may make that request to both the Superintendent and the Association President for consideration. Written requests for such use should be approved in advance, except in cases of emergency. Written requests for extended business leave are to be submitted on this form to the building principal who will forward them to Human Resources.

BUSINESS LEAVE

Business leave shall not be granted on days immediately preceding or following holidays/school breaks and on specific or unique work days (as defined in the Business Leave section of the SEA and SEEO Contracts). Emergencies or special circumstances that occur on these days requiring an absence from work must be documented and approved by the Superintendent or designee. Days not approved will be deducted from the employee's salary.

BEREAVEMENT LEAVE (Please circle the immediate family member)

In the event of death in the immediate family of an employee, that employee will be granted absence without loss of pay for three (3) days. Approval must come from the Superintendent. Such absence will not be deducted from an employee's sick leave. If additional time is needed, the employee must secure the Superintendent's approval. If such a request is granted, the employee may be given up to five (5) additional days to be taken from the employee's sick leave. For the purpose of this provision, immediate family includes: parents, spouse, civil union partner and/or domestic partner, children, brothers, sisters, grandparents, great-grandparents, grandchildren, great-grandchildren, parents- in-law, brothers-in-law, sisters-in-law, legal guardians, step-children, step-siblings, grandparents-in-law, step-parents, daughters-in-law, sons-in-law, cousins, aunts, uncles, nieces or nephews.

PRINT EMPLOYEE NAME _____

Signature of Employee _____

Grade/Subject/Assignment _____

Base School(s) or Facility Served on Day of Absence _____

Signature of Appropriate Administrator _____

Approved by Assistant Superintendent, Human Resources _____

Consider this request approved unless you receive a call to the contrary. Request will be placed in your personnel file.

Fax: 847-357-5004 or email form to Human Resources and to the Association President.