

CREVE COEUR SCHOOL DISTRICT NO. 76  
APPLICATION FOR PERSONAL LEAVE  
FOR NON-CERTIFIED EMPLOYEES

DATE \_\_\_\_\_

I, \_\_\_\_\_, hereby apply for \_\_\_\_\_ day (s) of  
Staff Members Name

personal leave to be taken on \_\_\_\_\_  
Month Day(s) Year

If only a half day is requested, please indicate AM or PM. (Circle one)

Reason for request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Staff Member

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Principal \_\_\_\_\_  
Date \_\_\_\_\_

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Superintendent \_\_\_\_\_  
Date \_\_\_\_\_

Procedure: Prepare in duplicate and submit to your building principal. The request must be received by the Superintendent at least 24 hours prior to the day the personal leave is to be utilized unless it is an emergency. A copy of the approved or disapproved request will be sent to the employee and the principal.

Collective Bargaining Agreement, 2008-2011, Section 6.8: "An aggregate of two (2) personal days, equal in length to the employee's work day, shall be granted upon request to each nine (9) month employee each year, except for playground supervisors, and groundskeeper. Employees working twelve (12) months shall receive an aggregate of two (2) personal days per year. The appropriate administrator shall be notified 24 hours prior to utilization of the leave except in the case of an emergency. Requests for the same day shall be subject to reasonable regulation. Unused personal days shall accumulate as sick leave."