

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

DATE _____

I, _____, hereby apply for _____ day (s) of personal leave to be
Staff Members Name

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, 1999-2002, Section 7.3: "Maximum of two (2) days per year, non-cumulative, may be granted by the Superintendent for personal business leave to regular staff members subject to the following conditions: a. For compelling personal business which requires absence from school, excluding snow days or recreational uses. b. A twenty-four hour notice shall be given to the Superintendent except under extenuating circumstances. c. Personal business leave days shall not be granted the day before or after a holiday or vacation periods, except in an emergency. d. Leaves to observe non-Christian holidays shall be granted as personal leave. e. A teacher shall, at the end of the school year, have the choice to either receive an additional amount equal to one-half of the daily substitute rate then in effect in the District for each unused personal leave day, or to turn the unused personal days into accumulating sick days. f. A teacher shall not be required to take only half a personal leave day. g. A teacher may elect to request the personal leave orally if circumstances require it. However, it must be followed by request in writing after the teacher returns to duty. h. Personal days shall not be granted during: the first two and last two weeks of school except to take a child to college or attend a college graduation and then only when a substitute is reasonably available. The number of personal days taken shall not exceed ten percent (10%) of the staff on any given school day."