

PERSONAL LEAVE APPLICATION

(B & G , B & G SUPERVISORS , MAINTENANCE , FOOD SERVICES)

Name: _____ Today's Date: _____
(Print or Type)

School/Location: _____ Position: _____ Bargaining Unit: _____

B&G, B&G SUPERVISORS, MAINTENANCE

Personal days are not granted if the time requested occurs immediately before and/or after summer, Thanksgiving, Christmas, winter or spring vacations.

If time off at these times is still desired, use this form to request such time WITHOUT PAY.

Date of Personal Leave Day being requested: _____
(mm/dd/yyyy)

_____ This is my first request this school year.

_____ This is my second request this school year. My first personal day was taken: _____
(mm/dd/yyyy)

_____ This is my third request this school year (B&G NON-Supervisors ONLY).
My first two days taken were: _____ & _____
(mm/dd/yyyy) (mm/dd/yyyy)

Signature of Requestor: _____

FOOD & NUTRITION PROFESSIONAL SERVICES

Personal days may NOT be taken immediately before or after summer, Thanksgiving, Christmas, winter & spring vacation periods and scheduled or non-scheduled holidays, except in emergency situations. The Superintendent has designated the Director of Food & Nutrition Services to approve all requests.

Date of Personal Leave Day being requested: _____
(mm/dd/yyyy)

_____ This is my first request this school year.

_____ This is my second request this school year. My first personal day was taken: _____
(mm/dd/yyyy)

I certify the above request is consistent with the criteria outlined in my bargaining unit's agreement as it pertains to personal leave days.

Signature of requestor: _____

(See reverse side)

B&G requests are approved by the Assistant Superintendent for Business.

B&G-Supervisors and **Maintenance** requests are approved by the Director of School Facilities and Operations.

Food Service: The Superintendent has designated the Director of Food & Nutrition Services to approve all requests.

I acknowledge receipt of this request: _____
Immediate Supervisor Date

(Do Not Write Below This Line)

DISPOSITION OF REQUEST
(B&G, B&G Supervisors, Maintenance)

Approved

Disapproved

I have verified this request:

does not fall immediately before and/or after summer, Thanksgiving, Christmas, winter or spring vacations.

does fall immediately before and/or after summer, Thanksgiving, Christmas, winter or spring vacations, and as such is approved WITHOUT pay. I will ensure the attendance reporter indicates "no pay" for the date(s) requested.

Date Asst. Supt. for Business / Director of School Facilities & Operations
for B & G for B & G Supervisors and Maintenance

DISPOSITION OF REQUEST
(Food Services)

Approved

Disapproved

Date Director of Food & Nutrition Services

A copy of the above disposition will be forwarded to: _____Requestor
_____Principal/Director.