

# Personal Leave

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Dept/Building \_\_\_\_\_ Supervisor \_\_\_\_\_

**Note:** Personal business days will be granted for emergency or exceptional reasons and to attend to urgent and essential personal affairs provided they fall within the following guidelines for personal business.

**Guidelines - Personal Business Days**--Personal business days will be granted for stated emergency and/or extenuating circumstances, which cannot be handled outside the hours of the normal workday, such as:

- Serious illness in the immediate family (or close relative)
- Death in the immediate family
- Funerals
- Religious holidays
- Moving of residence
- House closing
- Graduation in the immediate family
- Court appearances
- Legal matters of a pressing nature
- Graduate class exams scheduled by the university during working hours
- Household emergencies created by an act of God or accident
- Doctor appointment
- Dentist appointment

Except in emergency cases, written application for personal business days must be made in advance and records maintained of days used. In the event of an emergency, the form must be filled out as soon as possible. The administration has discretionary authority for ensuring all days fall within the framework of the aforementioned guidelines. Abuses of the intent of the above personal business day policy will result in the loss of pay for those days and a reprimand will be placed in the personnel file of the employee.

Personal business days should not be used either the day preceding or the day following a school holiday except by special permission of the Superintendent's office.

Reason for leave \_\_\_\_\_

\_\_\_\_\_

Dates requested \_\_\_\_\_

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

Dates approved \_\_\_\_\_ Dates not approved \_\_\_\_\_

Supervisor signature \_\_\_\_\_ Date \_\_\_\_\_

***A copy of this form must be provided to the Human Resource and Payroll Departments***

*Do not assume your request is approved without obtaining verbal or written response from your building supervisor.*