

PRAIRIE CENTRAL COMMUNITY UNIT SCHOOL DISTRICT NO. 8

REQUEST FOR PERSONAL LEAVE

11.1.2 Personal Leave – Employees

Each non-certified employee who regularly works at least five (5) hours or more per day and all full-time teachers shall be entitled to two (2) personal leave days per year subject to the following restrictions:

1. The employee shall notify the principal or immediate supervisor prior to taking personal leave; subject to approval by the administration and the availability of substitutes. No reason shall be given. The employee will notify the principal or immediate supervisor five (5) working days in advance of taking the personal leave so a qualified substitute may be found.
2. No days may be used on institute days. No days may be used during the first five (5) days or the last five (5) days of student attendance. Employees may use personal leave during this time for the funeral of a non-immediate family member, military events, graduation events, college move-in/move-out/orientation, or a wedding of an immediate family member. Employees may request personal leave days beyond the parameters described above during the aforementioned period at the discretion of the Superintendent.
3. Such personal leave may not be used in increments of less than one-half (1/2) day at a time.
4. Personal leave days shall be granted to no more than fourteen (14) employees on any given day. Additional employees may be granted leave at the discretion of the superintendent. If personal days are used immediately before or after a holiday or vacation period, the fourteen (14)-employee maximum on such days shall be expanded to sixteen (16), but be stratified by building/work area as follows (unused allotment is not transferable to another building or area):

Prairie Central High School	4
Westview Elementary School	3
Prairie Central Junior High School	2
Prairie Central Upper Elementary School	2
Meadowbrook Elementary School	1 (0 after 2015-16)
Chenoa Elementary School	1 (2 after 2015-16)
Chatsworth Elementary School	1
Non-Building-Affiliated (Bus Drivers & Monitors, Computer Technicians, <u>Maintenance Assistant</u>)	<u>2</u>
	16

Name _____ Today's Date _____

DATE OF REQUESTED ABSENCE

_____ Full Day Half-Day ____AM ____PM

Weekday Month Day Year

Reason (if employee is requesting leave with an exception under #2 above, a reason must accompany the application) _____

Approved Not Approved Principal _____ Date _____ Time _____

Approved Not Approved Superintendent _____ Date _____ Time _____