

REQUEST FOR PERSONAL LEAVE

(IC 20-28-9-14)

Sec. 14. Each teacher may have at least two (2) days each year with pay for the transaction of personal business or the conduct of personal or civic affairs. The teacher shall submit to the superintendent a written statement describing the reason and necessity for the absence.

The BCCSC Master Contract reads as follows:

Three (3) personal leave days will be given per year. Personal days may be used to extend holidays or vacation periods if approved by the Superintendent. Teachers who do not use three (3) personal days in any year may accumulate personal leave days up to five (5) days and carry the remaining unused days over as sick leave days to be used in addition to any sick leave days accumulated or the teacher may choose to be paid the prevailing licensed substitute pay for each unused personal leave day. The amount will be paid by the second pay day after the end of school. A request for personal leave should be made as far in advance as possible.

Date(s) requested for personal leave:

Statement setting forth the reason and necessity for such absence:

Employee's Signature

Date Signed _____

ACTION OF SUPERINTENDENT:

Approved _____

Disapproved _____

Date Signed _____

Superintendent's Signature

Note: Please submit to Building Principal.