

# REQUEST FOR PERSONAL BUSINESS LEAVE BURLINGTON PUBLIC SCHOOL

EMPLOYEE NAME:

DATE OF ABSENCE(S):

DATE REQUESTED:

FULL DAY?

IF PARTIAL DAY, WHICH CLASS PERIODS?

NAME OF SUBSTITUTE:

Upon written request, employees may be granted three (3) days of leave per year in order to conduct personal business. This leave is subject to the approval of the employee's immediate supervisor. The purpose of this leave is to make it possible for an employee to tend to personal, legal, household, business or family matters which require his/her presence during school hours. It is intended that said leave shall be available for reasons of hardship or pressing need and not merely for convenience. Except in emergency situations, the request for personal business leave shall be made three (3) days in advance to the administrative official to whom the employee is directly responsible. The administrator will act on the request and shall notify the teacher of the decision at least one(1) day prior to the day of the requested leave. In cases of emergency, an application must be filed with the principal within one (1) week after returning to work. The principal will submit the application to the superintendent for a decision.

Personal business leave shall not be taken immediately preceding or following a school holiday/break. Personal leave must be requested at least 24 hours in advance except in extreme cases.

An additional two days will be allowed for special reasons with the teacher reimbursing the school for the substitute cost. If it is necessary for a teacher to be absent for any reason not approved according to the stated policies for granting leave with pay, or in excess of the number of allowable days, the teacher's pay will be deducted at the rate of 1/180 of contract for each such day. If a support employee is absent for any of the above stated reasons, the employee's daily rate of pay will be deducted from his/her salary for any such day.

I certify that I believe this request to be in compliance with the policies governing personal business leave.

Reason for Leave:

**Signatures required:**

Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Principal: \_\_\_\_\_

Superintendent: \_\_\_\_\_

Approved: \_\_\_\_\_

Disapproved: \_\_\_\_\_