



Sikeston R-6



Personal Leave Day Request Form Support Staff

A leave of absence of not more than two (2) days per year will be granted without loss of pay to each employee annually for unusual reasons that cannot be taken care of except during working hours. Unused personal leave days do not accumulate. If left unused, the days roll over to sick leave to be utilized by the employee.

Written requests for personal leave are to be made to the employee's supervisor/building administrator using the appropriate form. The supervisor/building administrator does have the authority to deny the request, if in his or her opinion, it would interfere with the operation of the school building and/or to many individuals have been previously granted personal leave. Personal leave will not be used for inclement weather when school is in session.

If a court subpoena is directly related to his or her school duties, the employee will be released for court appearance without loss of personal leave. Other court appearances will be deducted from personal leave.

A district employee shall not be entitled to use personal leave days during the period the employee receives Workers' Compensation for time lost to work-related incidences.

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Upon reading the Board Policy regarding the use of Personal Leave, the date(s) requested below are within the guidelines and criteria.

Date(s) Requested

Employee Name (Print)

Employee Signature & Date Signed

Building Administrator Signature & Date Signed

Once approved, send to Payroll at Central Office for recordkeeping purposes.