

**Medford Area Public School District**

**Personal Leave Form  
(Certified Staff)**

**Reference: Employee Handbook, 7.3 Personal Leave**

All Personal Leave requests must be submitted to the employee's immediate supervisor. A professional staff member will be allowed up to two (2) days of personal leave with pay during each school year. Personal leave days may be taken consecutively, and combined with any other leave, including unpaid leave. Under this provision, a professional staff member will bank any unused personal leave during a contract year up to a maximum of three (3) days. The member may carry over the three (3) banked days to be used in any subsequent year. The maximum number of total personal days used in one school year may not exceed five (5) days. Personal leave deductions will be made in hour increments. Except in the case of emergency, forty-eight (48) hours advance written request to the principal or supervisor is required. Staff members planning to use three (3) or more consecutive days must submit a written request to the principal or supervisor at least fourteen (14) working days prior to the first day of the requested leave. No more than three (3) professional staff members per building at MASH, MAMS, MAES, and two (2) professional staff members per building at SES may be absent per school day for personal leave. Leave under this section shall not extend holiday or vacation periods that are themselves three or more days in length and may not be used on the first or last day of student instruction or during a scheduled inservice day or parent-teacher conference day. Exceptions may be made for a family event or situation that falls on the first or last day of student instruction, scheduled inservice day, parent-teacher conference day, or prior to or after a holiday break. Any requests that fall under this description must be brought to the attention of the District Administrator. The same staff member per building limit applies.

If an unforeseen reason develops, the District Administrator or his/her designee may waive the three (3) professional staff members per building at MASH, MAMS, MAES, and two (2) professional staff members per building at SES rule and/or the extension of a holiday or vacation rule. This decision to waive the maximum or extend a vacation/holiday by the District Administrator is not subject to appeal to the Grievance procedure.

Employee's Name: (print)	School:
Date(s) of requested leave:	
<input type="checkbox"/> First personal leave day:	- <input type="checkbox"/> 1 day or          hrs. (time) from:          to
<input type="checkbox"/> Second personal leave day:	- <input type="checkbox"/> 1 day or          hrs. (time) from:          to
<input type="checkbox"/> Third personal leave day:	- <input type="checkbox"/> 1 day or          hrs. (time) from:          to
<input type="checkbox"/> Fourth personal leave day:	- <input type="checkbox"/> 1 day or          hrs. (time) from:          to
<input type="checkbox"/> Fifth personal leave day:	- <input type="checkbox"/> 1 day or          hrs. (time) from:          to
Employee's Signature:	Today's Date & Time of Request:

***For Office Use Only***

- Leave Granted
- Leave Granted – Exception: \_\_\_\_\_
- Leave request denied – no available personal leave
- Leave request denied – cannot extend holiday or vacation periods (3 or more days)
- Leave request denied – three building members requests previously granted
- Leave request denied – Reason: \_\_\_\_\_

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Administrator

\_\_\_\_\_  
Date