

Medford Area Public School District

**Personal Leave Form
(Support Staff)**

Reference: Employee Handbook, 7.6 Personal Leave

All Personal Leave requests must be submitted to the employee's immediate supervisor. Employees will be allowed one (1) day of personal leave per school year. Personal leave days may be taken consecutively and combined with any other leave, including unpaid leave. Personal leave deductions will be made in 15 minute increments. Under this provision, an employee will bank any unused personal leave during a school year up to a maximum of three (3) days. Employees 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 four (4) days. Except in the case of emergency, forty-eight (48) hours advance notice to the principal or supervisor is required. Employees planning to use two (2) or more consecutive days must submit 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 two (2) employees per building per day may be absent for personal leave. Leave under this section shall not extend holiday/vacation periods that are themselves three (3) or more days in length and may not be used on inservice days by an employee scheduled to attend inservice activities on said days and may not be used on the first or last day of student instruction. 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.

A staff member that has more than three (3) personal leave days at the end of the school years will be paid for all unused personal leave days over three (3) at a rate of \$60.00 per day. Payment for this unused leave will be made prior to Christmas of the following school year. This benefit will be prorated according to the number of scheduled hours of work per day with 7.5 or more hours per day or, if less, the maximum number of hours allocated for that classification being considered a full day.

Employee's Name: (print)	School: DO Alt HS MASH MAMS MAES RVA SOAR SES
Date(s) of requested leave:	<input type="checkbox"/> 1 day <input type="checkbox"/> 2 days <input type="checkbox"/> 3 days <input type="checkbox"/> 4 days or ____ # of hours absent from ____ am / pm to ____ am / pm
Employee's Signature:	Today's Date & Time of Request:

For Office Use Only	
Support Staff	
<input type="checkbox"/> First personal leave day approved	▶ <input type="checkbox"/> 1 day/ ____ hrs.
<input type="checkbox"/> Second personal leave day approved	▶ <input type="checkbox"/> 1 day/ ____ hrs.
<input type="checkbox"/> Third personal leave day approved	▶ <input type="checkbox"/> 1 day/ ____ hrs.
<input type="checkbox"/> Fourth personal leave day approved	▶ <input type="checkbox"/> 1 day/ ____ hrs.
Exception: _____	
<input type="checkbox"/> Leave request denied – Reason: _____	
_____ Principal	_____ Date
_____ District Administrator	_____ Date