



Hourly Career Employee Application For Personal Leave

Do NOT use this form for contract employees.

Name of Employee: _____ SSN/Employee ID#: _____

School/Department: _____ Position: _____

Number of Hours Worked Per Day: _____ Beginning Date as Six (6) Hour Per Day Employee: _____

Proposed Date(s) of Leave: _____

INSTRUCTIONS:

Hourly classified and clerical employees who meet the requirements listed below are eligible for one (1) day of personal leave each school year, to be used for whatever purpose they chose.

Personal leave should not be taken the day before or after a school holiday (weekdays when school is not in session for students) or during the first or last five days of school. Exceptions must have the prior approval of the school principal/supervisor.

An employee planning to use personal leave must notify the supervisor at least one (1) day (24 hours) in advance, except in cases of emergency. In order to allow time for processing and to avoid a payroll discrepancy, this form should be submitted to the supervisor (when possible) at least ten (10) days before the end of the payroll period. Principals and supervisors should submit the entire application for Personal Leave to the Classified Human Resource office for approval, processing and distribution.

Days selected must be entirely acceptable and approved by the employee's immediate supervisor. Based on the number of substitutes available and to assure the normal operation of a school or department, limitations may be placed by the supervisor on the number of employees who can take personal leave on any given day.

To qualify for the personal leave day, the employee must work six (6) hours per day (30 hours per week) in a single assignment and have done so for at least three (3) consecutive years. Combination assignments which give an employee a total of thirty (30) hours do not qualify (i.e., sweeper, sub lunch, plus playground aide).

Actual granting of pay of the personal leave day is subject to verification by the Human Resource office of the employee's eligibility. If it is determined that the employee does not qualify and the date has passed, the day will be charged as "without pay."

The personal leave day will be paid with a one (1) hour reduction in pay for the amount of regularly scheduled hours for that day (i.e., scheduled to work six (6) hours – will be paid for five (5) hours).

Employee's Signature

Date

Principal/Supervisor's Signature

Date

Approved by Human Resources

Date