

PERSONAL LEAVE REQUEST

Each employee receives two request forms at the start of the school year. This complies with the normal allotment of two days of personal leave within the contract period. (If an employee starts after the school year has begun, personal leave days will be given based on the amount of time left for that school year.)

- 1. The top section needs to be completed by the employee that is requesting time off. Employee must indicate whether they are requesting to use their first or second personal leave day for that year. In addition, they must clarify the date they will be gone and if they will be taking a half day or full day. This form needs to be signed by the employee also.**
- 2. Once the top section of the form is complete, it needs to be submitted to the building principal for approval. All appropriate blanks should be filled in and signed.**
- 3. The last section of the form is for the ANW Special Education Director to approve and sign.**

THE FORM MUST BE IN THE CENTRAL OFFICE THREE DAYS BEFORE THE REQUESTED LEAVE IS TAKEN. (Personal Leave can not be taken the day before or after and extended vacation or holiday.)

****Remember to always send in a green attendance form with your timesheet to show that you took the requested time off. If personal leave was not taken, please notify personnel/receptionist so that the request can be cancelled.**

All three copies are to be sent to the central office: the white copy will be kept in the employee's file, the pink copy and yellow copy will be sent back to the employee showing approval or disapproval by the director's signature.