

### **GUIDELINES/POLICIES FOR PERSONAL LEAVE:**

1. Six days of Personal Leave will be granted each year for Professional Staff.
2. Six days (48 hours) of Personal Leave will be granted each year for Classified Staff. This leave may be used in 2 hour increments.
3. Professional Staff in the District with 17 years will receive one additional Personal Leave day in recognition of years of service. Full-time Classified Staff, working 30 hours or more per week, will receive 7 days (56 hours) of Personal Leave per year after they have been with the District 17 years.
4. Personal Leave will be granted by the building Principal, upon notification – and subject to the availability of a substitute (if necessary).
5. Personal Leave may not be used to extend a school vacation (holidays) without written prior consent of the Superintendent.
6. Personal Leave will not be granted during the opening or closing week of school.
7. Personal Leave will not be granted on District In-Service Days without prior consent of the Superintendent.
8. Personal Leave may not be accumulated into a subsequent school year, but will convert to Sick Leave which may be accumulated.

# CARBON COUNTY SCHOOL DISTRICT #2

## PERSONAL LEAVE REQUEST

*\*Please read Guidelines/Policies governing the granting of Personal Leave on back of this form.*

Name: \_\_\_\_\_

Date(s) Personal Leave Requested:  
\_\_\_\_\_

All Day: \_\_\_\_\_ Half day AM \_\_\_\_\_ Half Day PM \_\_\_\_\_

Leave is:

Approved \_\_\_\_\_

Disapproved: \_\_\_\_\_

Principal's Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

Superintendent Signature (if necessary)\*:

\_\_\_\_\_

Date: \_\_\_\_\_

Name of Substitute (if needed): \_\_\_\_\_