

Westbrook School Department

Support Staff - Request for Personal Leave / Time off Without Pay

Name _____ School _____

Date(s) of Requested Personal Leave: _____

Please select the type of leave you are requesting

Time off Without Pay - An employee shall be eligible for 5 unpaid days per year to be approved by the immediate Supervisor, then by the Assistant Superintendent. All requests received prior to September 30th of the year will be considered on a seniority basis. All requests received after September 30th will be considered on a first in with no consideration for seniority. Requests must be submitted yearly. The leave would be granted on the basis of our finding a suitable substitute or coverage. No more than one person from any one department from a school building or the transportation department will be granted a leave for the same period of time. Once granted, neither party can rescind the leave. Employees who receive more than 1 week of paid vacation per year will not be allowed to take unpaid vacation days as outlined in this provision. **You do not have to indicate a reason below.**

Personal Leave - Per the latest collective bargaining agreement (2008 - 2010), personnel have two (2) days of personal leave per year upon approval of the Superintendent of Schools and / or the Assistant Superintendent. Requests for said day must be presented to the person's immediate Administrator/Supervisor at least one week prior to requested date. Personal leave may not be used for vacation or vacation type activities. In an event there are more than two (2) employees in any one unit asking approval for this day, it will be left to the discretion of the administrator as to how many will be able to have the day. Year round employees may not take personal days during May and June without proof of need as determined by the Assistant Superintendent. **You must indicate a reason below.**

Reason:

- | | | |
|---|--|---|
| <input type="checkbox"/> Medical Appointment(s) | <input type="checkbox"/> Financial matters | <input type="checkbox"/> College visits / parent weekends |
| <input type="checkbox"/> Legal matters | <input type="checkbox"/> Elder care issues | <input type="checkbox"/> Funeral |

Other (Please explain) _____

It is the employee's responsibility to notify the appropriate person of the need for a substitute.

Date of Request _____ Signature _____
Employee

Date Received _____ Signature _____
 Approved Not Approved Administrator / Supervisor

Date Received _____ Signature _____
 Approved Not Approved Assistant Superintendent