

**PERSONAL LEAVE DAY APPLICATION-PERRY LOCAL SCHOOLS**

Name \_\_\_\_\_ Date of Application \_\_\_\_\_

Home School \_\_\_\_\_ Date of requested leave day \_\_\_\_\_

One unrestricted and two restricted personal days annually may be used by employees for reasons specified below. The days will not be subtracted from the employee's accumulated sick leave.

**A. Restricted: Personal leave will be granted for the following reasons: (check one)**

- 1. \_\_\_\_\_ Death or severe illness of a close personal friend or relative not covered under sick leave;
- 2. \_\_\_\_\_ Court appearance as a litigant
- 3. \_\_\_\_\_ Observance of a religious holiday
- 4. \_\_\_\_\_ Commencement or graduation exercise of the employee, or immediate family;
- 5. \_\_\_\_\_ Legal business;
- 6. \_\_\_\_\_ Wedding of the employee or a member of the employee's immediate family;
- 7. \_\_\_\_\_ Taking a child to or from college or college visitation;
- 8. \_\_\_\_\_ Personal business that cannot be taken care of on off-school days or during off-school hours.

**B. \_\_\_\_\_ Unrestricted**

**C. Restrictions for both restricted and unrestricted:**

- 1. Personal leave shall not be granted the day before or the day after regularly scheduled vacation and/or holiday unless such a request is **approved by the Superintendent prior to the usage.**
- 2. **The two days restricted** Personal leave may not be used for pleasure trips, shopping, social activities, profit making business or college recreational activities.

**The one unrestricted day may not be used in a manner prohibited by law.**

- 3. Only ten percent (10%) of a building staff may have personal leave granted on any given day.

Employee \_\_\_\_\_  
(signature)

Principal \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_  
(signature)

Superintendent \_\_\_\_\_ Date \_\_\_\_\_

Request is: Approved \_\_\_\_\_ Denied \_\_\_\_\_