

# Personal Leave Request

FORMS

I request that I be able to take my personal day (with pay), (without pay) on the following day(s).

Date \_\_\_\_\_

Employee's Name \_\_\_\_\_

Date Applied \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

Date Received \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

## District Policies 03.1231/03.2231 (KRS 161.155)

Full-time certified/classified employees shall be entitled to three (3) days of personal leave with pay each school year. Persons employed for less than a full year contract shall receive a prorated part of the authorized personal leave days calculated to the nearest 1/2 day. The Superintendent/designee must approve the leave date, but no reasons shall be required for the leave. Approval shall be contingent upon the availability of qualified substitute employees; however, unless otherwise approved by the superintendent, employees shall not take personal leave during the first two (2) weeks or the last two (2) weeks of the school year or on Professional Development days.

Employees taking personal leave must file a leave affidavit on their return to work.

## RELATED POLICIES:

03.1231/03.123 AP.2

03.1232/03.223 AP.2