



TEACHER AIDE PAID PERSONAL LEAVE REQUEST FORM

Paid Personal Leave is made available to staff by the Board of Cooperative Education Services. It is to be used only for matters that cannot be scheduled outside of the normal workday. **Teacher Aides receive (3) three days of paid personal leave per year.**

Request for personal leave shall be made on this form and is subject to the *prior* approval of the District Superintendent. If possible, request should be made at least one week in advance.

(1) Day personal leave will be allowed without salary deduction for the following reasons (check one):

____ **Family, blood relatives of Teacher Aide and spouse** (*e.g. sickness, graduation, confirmation, ordination, or other special school, college or church observances*).

____ **Business** (*e.g. internal revenue, state income tax bureau, real estate, banking, legal*).

____ **Funerals** (*outside of present allowable*). This would cover the funeral of a cousin, neighbor or other non-relative who is very close to the Teacher Aide.

____ **Conferences** (*educational other than present allowable*).

____ **Emergencies**

Explanation of Request (*above*): _____

____ **(2) Days of personal business which cannot be conducted outside of normal school hours** *no specific reasons need to be given.* (** In the event an employee requests a personal day either before or after a holiday or vacation, the Superintendent may require a specific reason for the personal day.**)

_____ Date of Request

_____ Date(s) of Actual Leave

_____ Print Name

_____ Signature

Approval

Principal/Supervisor's Signature