CERTIFIED PERSONNEL LEAVE REQUEST

BUILDING: □ Booth Free  □ Burnham  □ Washington Primary  □ Shepaug Valley

I, ________________________________, request the date(s) below:

# of Personal Day(s): ____  Date(s): ______________________________

Comments by employee:

__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

Employee Signature: ___________________________  Date: ________________

* * EMPLOYEE AGREEMENT INFORMATION CAN BE FOUND ON BACK OF FORM.* *
ARTICLE 25 – PERSONAL DAYS AND FAMILY ILLNESS

A) A maximum of three (3) days leave per year, non-cumulative, will be granted by the Superintendent by prior arrangement for personal matters which cannot be arranged for a time when school is not in session or during off duty hours. Whenever possible the teacher shall notify the Superintendent five (5) days or more in advance of the personal leave days.

B) Family Illness or Death in the Immediate Family. A maximum of six (6) days per year, non-cumulative, will be granted by the Superintendent by prior arrangement for the following purposes:

1. Illness of a spouse or dependent living in the teacher’s household when the teacher’s presence is required; or

2. Death in the immediate family, for this purpose defined as husband, wife, children, parents, parents-in-law, grandparents, grandchildren or siblings no matter the place of residence. In addition, for this purpose immediate family includes other relatives or dependents living within the teacher’s household. The Superintendent may in his discretion grant additional paid or unpaid leave under this paragraph for good cause.

C) In case of emergencies where the three (3) allotted personal days are used for religious observance not provided for in the school calendar, up to three (3) additional personal days may be granted, at the discretion of the Superintendent.

ARTICLE 9 – HOLIDAYS AND VACATION SCHEDULE

A) Teachers shall have all holidays and school vacations as provided for in the school calendar. Any personal days off immediately prior to or after a scheduled holiday or vacation shall be allowed at the sole discretion of the Superintendent. Payment for such days shall also be at the discretion of the Superintendent. If not allowed, the teacher’s pay shall be reduced by a per diem amount prorated on the basis of Article 8, Employment Year.

Revised 10/2018