SHEPAUG VALLEY REGIONAL SCHOOL DISTRICT 12
Bridgewater - Roxbury - Washington

NON-CERTIFIED PERSONNEL LEAVE REQUEST

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

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

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

# of Vacation Day(s): ____  Date(s): ______________________________________

Comments by employee:
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

Employee Signature: ___________________________  Date: __________________

* * EMPLOYEE AGREEMENT INFORMATION CAN BE FOUND ON BACK OF FORM.* *

APPROVED: _____________________________ Building Principal

APPROVED: _____________________________ Central Office Administration

APPROVED: _____________________________ Mrs. Megan Bennett Superintendent
THE SHEPAUG VALLEY CUSTODIANS AND CAFETERIA SCHOOL AGREEMENT

ARTICLE XIV – BEREAVEMENT LEAVE

Section 14.0 – In the event of a death in the Immediate family of an employee (either full time or part time), such employee shall receive, at the employees option, up to three (3) days absence with pay for the time period starting from the day of the death to the day after the burial.

Section 14.1 – In exceptional cases, additional time may be granted by the Superintendent of Schools.

Section 14.2 – Immediate family means husband, wife, children, father, mother, brothers and sisters, grandfather, grandmother, father-in-law and mother-in-law, grandchildren, step parents, step children, and individuals domiciled in the household.

Section 14.3 – In the event of an illness of an employee’s spouse, child or parent, the employee shall receive up to three (3) days off with pay.

ARTICLE XV – PERSONAL BUSINESS

Section 15.0 (Custodians) – Employees may be absent for a total of three (3) paid days per year for personal business. All days will be granted with reason and approval of the Superintendent of Schools or the Director of Finance and Operations, prior to being taken. Such days shall not be accumulative.

Section 15.1 (Cafeteria Employees) –

a.) Thirty-five (3) hour employees may be absent for a total of three (3) paid days per year for personal business. All of these days shall be granted with reason and approval of the Superintendent of Schools.

b.) Thirty hour (30) hour employees may be absent for a total of two (2) paid days per year for personal business. These days shall be granted with reason and approval by the Superintendent of Schools.

Section 15.2 – Personal business days are not designed for the extension of vacation periods or holidays, but are designed to conduct personal business that must be conducted during the working day.

Personal business days immediately before or after holidays or vacations must be requested with reasons in writing ten (10) days in advance. These days may be approved at the discretion of the Superintendent.

Section 15.3 – Personal business days are non-accumulative.

ARTICLE XXIV - MISCELLANEOUS

Section 24.4 – If school does not open as a result of a storm, etc. and the employee (custodian, maintenance does not report to work to assist with snow removal, etc.), then superintendent will charge that day to one’s vacation leave or may dock employee’s wage by a pro rata per diem amount (if an employee is unable to drive; the system may provide transportation to assist employee coming to work).

If the system is unable to provide transportation and a person still cannot come to work, then a personal day will be charged, if available, before vacation day or docking wage will be used.

THE SHEPAUG VALLEY CLERICAL EMPLOYEES AGREEMENT

ARTICLE XIV – LEAVE PROVISIONS

Section 14.3a – Employees may be absent for a total of three (3) paid days per year for personal business. These days shall be granted with reason an approval by the Superintendent of Schools.

Section 14.3b – Request forms for leave day shall be made five (5) days in advance, unless said day was of an emergency type nature, then forms shall be submitted on the employee’s next work day following the personal leave day.

Section 14.3c – Personal leave days are not cumulative.

Section 14.4 – Personal Business Days are not designed for the extension of vacation periods or holidays but are designed to conduct personal business that must be conducted during the working day. Personal Business Days immediately before or after holidays or vacations must be requested with reasons in writing ten (10) days in advance. These days may be approved at the discretion of the Superintendent.

Section 14.5 – In the event of a death in the immediate family of an employee, such employee shall receive three (3) paid leave per instance.

Section 14.6 - Immediate family means husband, wife, children, and any other members of the same household, father, mother, brothers and sisters, grandfather, grandmother, father-in-law and mother-in-law, sister-in-law, brother-in-law and grandchildren. In exceptional cases, additional time with pay may be granted by the Superintendent of Schools.

Section 14.7 – In the event of an illness of a member of the immediate family living in the same household as the employee, the employee may use up to five (5) paid days per year as follows: the first three (3) days will come from the employee’s sick day accumulation. The last two (2) days will not be charged to sick, vacation or personal days.

Revised 10/2018