

CARTHAGE ELEMENTARY SCHOOL DISTRICT #317

PERSONAL LEAVE REQUEST FORM
CERTIFIED STAFF

Each full-time certified teacher shall be granted two (2) days of personal leave each year for the transaction of any personal business of the teacher which cannot be transacted on a non-school day. *No such day shall be granted on an institute day, parent conference day, all-school test day, in-service day or other such all-school day**. No more than five teachers may be absent from the district due to personal day use on any one day. Personal days will be granted on a first come first serve basis. Administrative discretion may be applied to exceed the limit of five per day and/or to use one of the named restrictive days. Such administrative decisions are not grievable.

Unused personal days may be transferred into each teacher's sick leave day accumulation at the maximum rate of two (2) days per year or may carry over to the next year's personal days to the total accumulation of four (4) per year. Each teacher may use one day of sick leave per year as a personal day.

In addition to all-school testing days, the following days **may not** be used for personal leave during the 2023-24 school year:

08/14/23
08/15/23
9/15/23
10/13/23
10/20/23
11/21/23
12/20/23
1/03/24
2/9/24
3/8/24
5/24/24*

*May be adjusted dependent upon emergency days used.

DATE REQUESTED FOR PERSONAL LEAVE_____

TEACHER MAKING REQUEST_____

DATE REQUEST IS MADE_____

TO BE APPLIED TO:
(Please check one)

SICK LEAVE

PERSONAL LEAVE

SIGNATURE OF PRINCIPAL

DATE

☐ APPROVED ☐ NOT APPROVED

SIGNATURE OF SUPERINTENDENT

DATE

☐ APPROVED ☐ NOT APPROVED