

PERSONAL BUSINESS LEAVE

Complete the following and forward to the Central Office for approval by the Superintendent. A copy of the approved form will be sent back to your building office. Be sure to indicate if a Substitute Teacher is needed. **Please make sure your absence is added to Online Subsystem, even if a substitute is not required.**

Form DUE at least five (5) days in advance of such contemplated absence

Personal Business Leave will be granted upon written request and approved by the Superintendent of Schools when in his judgment leave is required. Examples of permissible personal business leave follow:

- a. Tax Investigation
- b. Court Subpoena
- c. Wedding or graduation for a member of the immediate family
- d. Observance of a religious holiday which is normally observed by persons of the employee's faith
- e. Conducting of business of such a nature that it cannot be performed on a Saturday, Sunday, or before or after school hours

Leave will not be granted for an employee due to adverse weather conditions.

A maximum of three (3) days may be used in any given contract year for personal business. Such three days of personal leave shall be a part of the ten (10) days sick leave now granted annually. However, any staff member that begins a school year with, at minimum, 50 accumulated sick days may use up to five (5) sick days for personal use. Should the personal business leave days not be used by the end of the current year, they shall not accumulate as personal business leave, but as sick leave only. Personal business leave will be considered except in accordance with the following:

- a. It shall be a condition precedent to the use of such personal business leave that the employee, through his immediate supervisor, requests such leave from the Superintendent of Schools **at least five (5) days in advance of such contemplated absence.** Approved leave shall then be authorized in writing by the Superintendent.
- b. Personal business leave will only be granted to 3% of the total number of certificated employees on any particular day.
- c. **No leave will be approved on the first or last day of school or day after or day before a school holiday as contained in the annual school calendar.**
- d. When, in the judgment of the Superintendent of Schools, an emergency arises in which the employee cannot meet any of the above requirements, such personal business leave may be granted at the Superintendent's discretion. As a condition to granting such leave based upon an emergency situation, the employee shall, at the earliest opportunity, advise his/her immediate supervisor of such emergency.

PERSONAL BUSINESS LEAVE REQUEST

Printed Name of Employee

Date

Requested Leave Date

My request for personal business leave is in accordance with policies, rules, and regulations adopted by the Reorganized School District R-6, Festus, Missouri, outlined in Board Policy.

Signature of Employee

Building Principal Approval

Superintendent Approval

Date

(updated 5/09/2018)

Is a substitute required?
Yes _____
No _____
If ½ day, is sub needed for a.m. or p.m.?
a.m. _____
p.m. _____
Added to Online Subsystem?
Yes _____
No _____