

General Leave Request and Verification Form

NAME: _____ EMPLOYEE#: _____

General Provisions

In accordance with Policy 4151, Temporary Leaves of Absence, each teacher will be permitted a total of three (3) general leave days (for contracts of 185 days up to 229 days) or four (4) general leave days (for contracts of 230 or more days) per academic year for the purpose of taking general leave for any one of the following approved categories described below.

1. Personal Leave - Required attendance for business of a personal nature which cannot be accomplished except during contract time. This leave is not intended for recreational use or to extend holidays or any breaks/ vacations.
2. Bereavement, Graduation, and Wedding Leave - Immediate family of the employee, or for someone whose relationship with the employee is similar:

Spouse	Mother	Sister	Brother
Son	Father	Mother-in-law	Grandparent
Daughter	Father-in-law	Guardian	Grandchild
Dependent Child	Step-child	Step-Parent	
3. Births - Employee who gives birth or whose wife gives birth.
4. Leave for Religious Holidays - Please refer to Policy 4151(B)(4).
5. Emergencies - Household emergencies, auto mishaps, severe weather or road conditions and other unforeseen and unavoidable emergencies. An emergency is defined as an event when no foreknowledge exists on the part of the teachers and immediate attention to the emergency by the teacher is required.
6. Professional and Consulting Leave - To serve as a consultant outside the District.
7. Professional Development Leave - For preparation and completion of written oral exams for Masters, Specialist, and Doctorate that is part of the teacher's approved professional growth plan.

Additional Provisions – Conversion of Sick Leave

In addition to the general provisions, teachers who are in their second year of employment and beyond, may qualify for the ability to convert four (4) days of sick leave as described in Policy 4151(A)(1)(a) per academic year to access all of the above-referenced general leave categories except the category of Professional Consulting Leave.

To request conversion of up to four days of sick leave for the purpose of General Leave, teachers should complete the form in Administrative Exhibit 4151.1-E.

TEACHING PERSONNEL

Administrative Procedure: 4151.1

I verify that the day(s) I have designated below for use as a General Leave will be used in accordance with the provisions of Policy 4151.

Signature

Date

Date(s) of General Leave: _____

Dept. Coordinator &/or Administrator Signature

Date

Substitute Requested: Yes

No

Every effort will be made by the teacher to notify the building principal at least 24 hours in advance of such leave.

Approved by Superintendent, Robert D. Tschirki, June 24, 1994

Revision approved by Mary F. Chesley July 1, 2009