

Upper Arlington City Schools
Human Resource Department (08/2019)

APPLICATION FOR RESTRICTED PERSONAL LEAVE FOR CERTIFICATED STAFF

PLEASE READ THE FRONT AND BACK OF THIS FORM BEFORE REQUESTING PERSONAL LEAVE BEFORE/AFTER HOLIDAYS, WORK DAYS, MONDAY/FRIDAYS DURING THE MONTH OF MAY AND JUNE AND OTHER RESTRICTED DAYS.

FULL DAY: _____ HALF DAY: AM: _____ PM: _____
*
DATE OF LEAVE: _____ ** **ONE DATE PER FORM**

Signature _____
Date

Print Name: _____

Building: _____

Please check reason for leave:

<input type="checkbox"/>	Moving	<input type="checkbox"/>	Adoption of a child
<input type="checkbox"/>	Appearance in court	<input type="checkbox"/>	Attendance at a graduation of a member of the family
<input type="checkbox"/>	Closing procedures when buying and/or selling a home	<input type="checkbox"/>	Internal Revenue Service Hearing
<input type="checkbox"/>	Appearance as a witness in court	<input type="checkbox"/>	Attendance at a wedding of a member of the family
<input type="checkbox"/>	Obtaining a degree at a university or college	<input type="checkbox"/>	Other please explain: _____
<small>Adverse travel conditions which prohibit the teacher from safely reaching his or her work assignment or commercial carrier grounding or cancellations which prohibit the staff member from reaching his/her work assignment. This provision applies only to those instances where a staff member is out of town or away from his/her home and is unable to reach his/her work assignment. It does not apply to an individual who cannot reach his/her work assignment from his/her home.</small>			

ACTION OF ASSOCIATE SUPERINTENDENT OF HUMAN RESOURCES AND OPERATIONS

APPROVED WITH PAY: _____

DISAPPROVED: _____

Date: _____

Signature: _____

****once approved central office personnel will enter into AESOP. It is the employee's responsibility to ensure a substitute is scheduled once approved.***

*****Your paycheck should indicate if you have available days, however if you exceed your limit, your pay will be deducted accordingly.***

PERSONAL LEAVE

- A. The following restrictions shall apply for a personal leave request made for a Monday and/or a Friday during the months of May and June; the work day before and following a holiday; the Tuesday before Thanksgiving; the work day before and following Spring break; the Thursday before and the Monday after the designated Spring No Student/No Staff calendar dates of April 19, 2019, April 10, 2020, and April 2, 2021. The request for such leave shall be limited to the first five percent (5%) of the bargaining unit, and the staff member shall provide at least twenty (20) days' notice for such leave. **This application must be presented in person to the receptionist at the District's central office.** Each staff member shall be limited to two (2) such requests per school year.
- B. Personal leave cannot be taken on the first two (2) contractual days or last day of the contractual year; during semester or final examination periods; nor the last day of a grading period.

(over)

- C. Notwithstanding the preceding two (2) paragraphs, if submitted through the employee's immediate supervisor or building principal and approved by the Associate Superintendent, leave will be granted if the leave is for:
- (a) Moving;
 - (b) Appearance in court;
 - (c) Closing procedures when buying and/or selling a home;
 - (d) Appearance as a witness in court;
 - (e) Obtaining a degree at a university or college;
 - (f) Adoption of a child;
 - (g) Attendance at a graduation of a member of the family;
 - (h) Internal Revenue Service Hearing;
 - (i) Attendance at a wedding of a member of the family;
 - (j) Adverse travel conditions which prohibit the teacher from safely reaching his or her work assignment or commercial carrier grounding or cancellations which prohibit the staff member from reaching his/her work assignment. This provision applies only to those instances where a staff member is out of town or away from his/her home and is unable to reach his/her work assignment. It does not apply to an individual who cannot reach his/her work assignment from his/her home.
- D. Paid personal leave for religious holidays shall be approved and is not subject to the limitation of three (3) days per year.
- E. While not accumulative as personal leave, unused personal leave days shall automatically be converted to accumulated sick leave days for those staff members who have not used all three (3) days by the end of each contractual year. A staff member who has not used any personal leave in the previous school year, shall have an additional two (2) bonus days of personal leave available for use the following school year. A staff member who has used no more than one (1) day of personal leave in the previous school year, shall have an additional one (1) bonus day of personal leave available for use the following school year. During the next school year, the bonus day(s) will be deducted before the three (3) guaranteed personal leave days. Such bonus leave shall not be accumulative and shall not be added to sick leave.