



# Request for Personal Leave (Non-Paid)

(Licensed)

- Employees shall be discouraged from requesting personal leave (non-paid) during the school year.
- In the event that an employee has a serious or compelling need for personal leave (non-paid), a request must be made in writing to the appropriate human resources administrator prior to the requested date of leave. The request must clearly state the reason that personal leave (non-paid) is necessary. After due consideration, the request shall either be granted or denied. Notification will be provided to the employee in writing.
- Personal leave (non-paid) granted under this policy shall be without pay.
- Contract employees shall not be granted more than fifteen (15) days of personal leave (non-paid) under this policy in any three-year period.
- Any employee whose request for personal leave (non-paid) is denied and who chooses to absent him/herself from his/her assignment despite the denial shall be deemed to have voluntarily terminated his/her employment.

School or Department: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Employee: \_\_\_\_\_ Employee ID #: \_\_\_\_\_

Date(s) of requested personal leave non-paid absence: \_\_\_\_\_

Clearly state reason for requesting personal leave (non-paid):

Number of personal leave (non-paid) days previously allowed under Policy 410.4 for three consecutive years including the current year.

School year: \_\_\_\_\_ / \_\_\_\_\_  
 School year: \_\_\_\_\_ / \_\_\_\_\_  
 School year: \_\_\_\_\_ / \_\_\_\_\_

Personal Non-Paid Days Used Total: \_\_\_\_\_  
 Personal Non-Paid Days Used Total: \_\_\_\_\_  
 Personal Non-Paid Days Used Total: \_\_\_\_\_  
 Three-Year Total: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature Date

Refer to policy 410.4 - Employee Leave (Licensed)

1. Principal/Director acknowledges receipt of this request.

\_\_\_\_\_  
Principal/Immediate Supervisor Date

2. Prior approval is required. This request for personal leave (non-paid) is:

Approved  Rejected

\_\_\_\_\_  
Human Resource Administrator Date

Comments: \_\_\_\_\_

Send signed original to payroll and a copy to the school and employee.