

SUBMIT IN DUPLICATE

SENECA FALLS CENTRAL SCHOOLS
P.O. BOX 268
98 CLINTON STREET
SENECA FALLS, NEW YORK 13148

PERSONAL LEAVE REQUEST
INSTRUCTIONAL

I wish to request a personal leave day on _____

The Board of Education policy on personal leave is as follows:

A teacher may be allowed two (2) days per year for personal reasons. The building principal and the Superintendent of Schools shall be notified, if possible, at least five (5) school days in advance of the teacher's plan to be absent for personal reasons. Personal days which are requested to be taken in conjunction with any vacation shall be accompanied by a written justifiable reason. The Superintendent of Schools will decide upon the merit of all requests for personal days which extend a vacation period. Leave allowance is non-cumulative.

I certify that my request is in accordance with the stated policy.

Signed: _____

Date: _____

Principal

Approved

Not Approved

Superintendent

Approved

Not Approved

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98 CLINTON STREET
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PERSONAL LEAVE REQUEST
NON-INSTRUCTIONAL

I wish to request a personal leave day on _____

The Board of Education policy on personal leave is as follows:

Personal Business Leave - Two (2) days per year personal business leave may be granted. "Personal Business" means an activity that requires an employee's presence during the work day and is such that it cannot be attended to at a time other than during work hours. Application for leave must be submitted at least one (1) week in advance to the Chief School Administrator through the employee's immediate supervisor. If there is an emergency and this form cannot be submitted in advance, please explain below. Only one (1) employee from each school shall be permitted to take personal leave on any particular day. This may be waived in the case of an emergency. If "personal leave days" are not used in the current year they may be accumulated with the sick leave days."

I certify that my request is in accordance with the stated policy.

Signed: _____

Date: _____

Principal/Supervisor Date Rec'd. Date Approved Not Approved

Superintendent Approved Not Approved

EMERGENCY EXPLANATION: _____

