

## **WEST BRANCH SCHOOL DISTRICT 516 ALLPORT CUTOFF MORRISDALE, PA 16858**

## REQUEST FOR PERSONAL LEAVE — PROFESSIONAL STAFF

Name: _		Date Filed:
As per the current agreement between the West Branch School District and West Branch Education Association		
	Three (3) personal leave days per year the discretion of each employee. The	ar are provided for all professional employees, to be used he following guidelines shall prevail:
<b>1.</b> Th	ne days may be utilized for emergend	cy purposes without prior approval.
2. If the days are to be used for personal purposes and no emergency exists, at least (5) days notice of the request shall be given to the high school principal or elementary principal, as the case may be, and their approval obtained, and final approval granted by the superintendent. It being provided, however, that such approval will be given unless more than four (4) employees per building have requested to have the same day. If more than four (4) teachers in the same building have requested to have the same day, personal leave will be granted based on the earliest chronological order of the written request (first-come-first-served).		
3. Beginning on August 30, 2011, unused personal leave days may accumulate to a total of five (5) personal leave days. At the end of each school year, any personal leave days remaining in excess of five (5) days will convert to sick leave.		
I HEREBY RI	EQUEST PERSONAL LEAVE DAY(	S) FORDate (s)
Employee Sig	gnature Date	
Approved	Disapproved	Reason:
If Approved, will substitute coverage be needed?YesNo		
If Yes, name of sub if known:		
Signature of	Principal Date	
Signature of	Superintendent Date	