

WEST BRANCH SCHOOL DISTRICT 516 ALLPORT CUTOFF MORRISDALE, PA 16858

REQUEST FOR PERSONAL LEAVE — SUPPORT STAFF

Name:	Date Filed:
As per the current agreement between the West Branch School District and West Branch Education Educational Support Personnel Association / ESPA / PSEA / NEA	
VI. B. <u>Personal Leave:</u> Regular full-time employees shall be entitled to three (3) personal days per year to be used at the discretion of each employee. Ten-month, full-time employees shall be entitled to two (2) personal days per year to be used at the discretion of each employee. Part-time employees shall be entitled to two (2) personal days per year pro-rated, to be used at the discretion of each employee. Cafeteria employees and Paraeducators shall be entitled to two (2) personal days per year to be used at the discretion of the employee. Unused days shall become part of the employee's ac cumulated sick leave. The following guidelines shall prevail:	
1. Only one (1) employee per day shall be granted use of a personal day (per category, i.e. Cafeteria, Custodial, Secretarial).	
2. Two (2) days notice shall be given to the immediate supervisor.	
3. In no event shall such personal leave days be taken on the day before or the day following a paid holiday.	
4. In the event of a bona fide emergency, the above criteria for utilizing personal days shall be waived and it shall be the employee's responsibility for providing evidence that such an emergency existed.	
I HEREBY REQUEST PERSONAL LEAVE DAY(S) FOR	Date(s)
Employee Signature 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	