**CASA GRANDE ELEMENTARY SCHOOL DISTRICT**

**PERSONAL LEAVE - REQUEST FORM**

Except in extenuating circumstances, leave will not be granted on the following days: all in-service days, the first five school days, during state-mandated student testing, the work days before and after all District-paid holidays, the work days before and after fall, winter and spring breaks, Mondays and Fridays in May, and the employee’s last contract day of the year. **NOTE: Personal Days are deducted from your cumulative leave balance.**

**If you do not have cumulative leave available, days approved will be without pay (LWOP).**

**Non-12-month staff**

**PERSONAL LEAVE REQUEST**

*Each non-12-month staff member will be granted PERSONAL leave not to exceed four (4) days per year. The four days shall not require an explanation unless requested day(s) occur during the above listed days.*

 Supervisor/Principal: \_\_\_\_ \_

Employee: Department: \_\_\_\_\_\_

 (please print)

I AM: Certified [ ] Classified [ ]

I am requesting (a) PERSONAL DAY(s) on:

NO REASON REQUIRED UNLESS REQUESTED DAY(S) OCCUR DURING THE ABOVE LISTED RESTRICTED DAYS

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REASON:

 \_\_\_\_\_

Signature:

 Date:

DISTRICT OFFICE USE ONLY FOR APPROVAL OR DENIAL OF REQUEST

|  |
| --- |
| Leave Balance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Personal Leave Used: ­­­­­­­­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Administrator’s Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_District Administrator’s Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Paid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Unpaid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Rev 09/12/2018 |