

Today's Date _____

GREENBURGH ELEVEN UFSD

PERSONAL LEAVE REQUEST FORM - CERTIFIED STAFF

The following paragraph is quoted from the Agreement made between the Board of Education of the Greenburgh Eleven Union Free School District and the Greenburgh Federation of Teachers, Local 1532:

“All Certified staff shall be entitled to up to five days annual leave at full pay for personal and professional reasons. Requests for such leave shall be made at least five working days prior to the leave day, where possible. The granting of such leave shall be subject to its not interfering with the operation of the school. The privileges of the section shall not be abused by either the teacher or the Board.” Personal leave at the beginning of each day must be in a minimum of a one hour block. Personal leave throughout the rest of the day must be in 30 minute blocks or half days.

The intent of the Agreement was to provide leave time for personal business but not for purposes of pleasure or extension of vacation or holiday. In requesting personal leave, employees are reminded that the District's practice since 1987 has been to limit personal leave, with pay, to no more than two consecutive days.

If fewer than five working days remain between the date of the request and the date the leave is to start, please state below the reason why it was not possible to make this request at an earlier time.

To Be Completed by Person Requesting Personal Leave:

Name: _____ Date (s) of Leave _____

Time: From _____ To _____

Reason why request could not be made at least five working days before the beginning of the leave: _____

To be completed by Secretary of Principal/Immediate Supervisor:

_____ Staff Member's I.D.#

_____ PL Days taken to date = (PRSNL + PL-NAPPR)

_____ PL Days Left

To be completed by Principal / Immediate Supervisor and Superintendent:

Name of Substitute: _____

Supervisor: _____ Date Approved _____ Date Disapproved _____

Supt. of Schools: _____ Date Approved _____ Date Disapproved _____

- (1) WHITE – Upon Approval to Database Administrator; (2) YELLOW – Upon Approval to Staff;
- (3) PINK – Upon Approval to Principal/Supervisor; (4) GOLD – Preapproved to Staff

lm/plformte/wrd/c