

Name: _____

Date/s Requested: _____

Full, Half, or Qtr Day: _____ Time (ex: 12:00-2:45): _____

PLEASE COMPLETE SECTION A, B or C

NOTE: All types of leave require advance approval, unless reason for leave is unforeseeable.

A. Paid Leave:

- Sick Personal (*See back for definitions*)
- Vacation Floating Holiday Jury Duty Military
- Workers Compensation Date of Injury: _____
- Maternity/Parental/Adoption Leave
- Bereavement Relationship to Decedent: _____

B. Paid Professional:

- Professional - Elective [ProfSelf]
- Professional - Assigned by Principal, Special Services Coord or Superintendent [ProfReq]

C. Paid Regular Duties Outside of Classroom:

- Local Standards Board Assessments Offsite Learning Opportunities
- Association Collaborative Work

DO YOU REQUIRE A SUBSTITUTE? YES NO

Specify Hours/Class Periods a Sub is required: _____

Is there a specific sub(s) you would like scheduled (If Available): _____

Employee Signature

Date

Principal Approval

Date

WASHINGTON NORTHEAST SUPERVISORY UNION

Cabot _____

Twinfield _____

SU _____

LEAVE FORM and SUBSTITUTE REQUEST

Teacher CBA

10.3 Personal Leave

Each teacher will be entitled to up to five (5) days of paid leave each school year for personal necessity. Except in an emergency all personal leave should be requested at least 48 hours in advance and will require the approval of the administration.

Personal leave is in no way to be construed as additional sick leave or vacation time and is not accumulative. Personal leave days will not be used for extending a holiday or a vacation. Requests for personal leave in connection to a holiday or vacation may be granted in exceptional circumstances at the discretion of the principal. The administration in charge has the right to limit the total number of leaves on any day.

Support Staff CBA

14.4 Personal Leave

Up to four (4) paid leave days may be granted for personal, legal or business matters which require absence during working hours. Unless an emergency exists, requests for personal leave must be made to the principal at least 24 hours in advance. Personal leave may not be used to extend a vacation. Personal leave may not be used for purposes eligible for sick leave.