

CARROLLTON EXEMPTED VILLAGE SCHOOL DISTRICT

REQUEST FOR PERSONAL LEAVE

NAME _____

BUILDING OR ASSIGNMENT _____

DATE OF REQUEST _____

DATE OF LEAVE _____

Certificated employees are eligible for three (3) days of personal leave per school year. These days are intended for use in emergency type situations where a person has no choice. Two days notice is necessary except in the case of an emergency or extenuating circumstances.

Personal leave will be granted on a per building basis. On any particular day, one (1) employee per ten (10) teachers shall be granted personal leave. For those buildings with less than ten (10) teachers a maximum of two (2) teachers may be granted personal leave on the same day.

Employee's Signature _____

Date received by Principal _____

Principal's Signature _____

Date received by Superintendent _____

Superintendent's Signature _____