

**APPENDIX I**  
**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 year. These days are intended for use in emergency type situations where a person has no choice. Two (2) 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 \_\_\_\_\_