

CARROLLTON EXEMPTED VILLAGE SCHOOL DISTRICT

252 THIRD STREET NE, CARROLLTON, OHIO 44615-1236

REQUEST FOR PERSONAL LEAVE – CLASSIFIED STAFF

NAME _____

BUILDING OR ASSIGNMENT _____

DATE OF REQUEST _____

DATE OF LEAVE _____

Classified employees are eligible for three (3) days of personal leave per year. These days are available for the following reasons and are intended for use in emergency type situations where a person has no choice in the matter:

- A. Sale or purchase of real property.
- B. Graduation or special recognition of self, son, daughter, husband, wife, father or mother from and accredited college, university, or public school program.
- C. Marriage of self, son or daughter (wedding day only).
- D. Settlement of estate.
- E. Adoption of a child.
- F. Required court appearance as litigant or witness.
- G. Funeral of a close friend or relative not covered under sick leave policies.
- H. For an act of nature or an accident that disrupts utility services, or so damages the house that a condition is created that is hazardous to the welfare of the employee or his family and must be corrected without delay.
- I. Religious observances that specifically prohibit work or normal activities at the time.
- J. Personal business of an emergency nature that cannot be taken care of outside the regular school day (Explain reason).

Personal leave may not be taken for the following reasons:

- A. Gainful employment
- B. Seeking employment
- C. Recreation purposes
- D. Holiday's or vacations
- E. Shopping trips

OAPSE Agreement, ARTICLE 12 B.
Falsification of personal leave is grounds for
termination of employment in accordance
with ORC §3319.141.

Two days notice is necessary except in the case of an emergency.

SIGNATURE OF APPLICANT

DATE AND SIGNATURE OF PRINCIPAL OR SUPERVISOR

DATE AND SIGNATURE OF SUPERINTENDENT