

OAPSE - REQUEST FOR PERSONAL LEAVE

CARROLLTON EXEMPTED VILLAGE SCHOOL DISTRICT
205 SCIO ROAD S.W.
CARROLLTON, OHIO 44615

REQUEST FOR PERSONAL LEAVE

NAME _____

BUILDING ASSIGNMENT _____

DATE OF REQUEST _____

DATE OF LEAVE _____

Classified 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 emergency or extenuating circumstances.

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

Note: Any unused Personal day(s) will transfer to a sick day(s) at the end of the year.

Employee's Signature _____

Date received by Principal _____

Principal's Signature _____

Date received by Superintendent _____

Superintendent's Signature _____