CAYUGA-ONONDAGA BOCES
Personal Leave Request Form

CHECK CATEGORY THAT APPLIES:

☐ **OTHER**

Personal leave is made available to staff by the Board of Cooperative Educational Services. It is to be used only for matters that cannot be scheduled outside of the normal workday. It should not, therefore, be construed as an extra holiday benefit since it was solely designed to prevent a loss of earnings under extraordinary circumstances.

Request for personal leave shall be made on this form and be subject to the *prior* approval of the Asst. or District Superintendent. If possible, request should be made at least one week in advance.

One personal leave day will be allowed without salary deduction for the following reasons:

Family, blood relatives of employee and spouse *(e.g. sickness, graduation, confirmation, ordination, or other special school, college or church observances)*.

___ **Business *(e.g. internal revenue, state income tax bureau, real estate, banking, legal)*.**

___ **Funerals *(outside of present allowable).* This would cover the funeral of a neighbor or other non-relative who is very close to the employee.**

Conferences *(educational other than present allowable)*.

___ **Emergencies**

Explanation of Request *(above)*: _____

_____

_____ **Date of Request** _____ **Date of Actual Leave**

_____**Print Name** _____ **Signature**

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One personal leave day shall be allowed without salary deduction under the following condition:

Personal leave is leave that shall be available to staff for the conduction of personal business that cannot be conducted outside of normal school hours. Such leave shall not be used for social and recreational purposes or for litigation against the school district, its employees or the Board of Education, for seeking other employment, or for conducting activities on behalf of the Association, its affiliates or any other organization. In consideration of these stipulations, no specific reason need be given when requesting personal leave, except when such day is requested before or after a holiday or vacation. However, an employee must have a reason that conforms to this paragraph. In the event an employee requests a personal day either before or after a holiday or vacation, the Superintendent may require a specific reason for the personal day.

_____ **Date of Request** _____ **Date of Actual Leave**

_____**Print Name** _____ **Signature**

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APPROVAL

_____ _____

Director **Asst. Superintendent or District Superintendent**