



TEACHER AIDE PAID PERSONAL LEAVE REQUEST FORM

Paid Personal Leave is made available to staff by the Board of Cooperative Education Services. It is to be used only for matters that cannot be scheduled outside of the normal workday. **Paid Personal leave time does not apply to Teacher Aides in their first school year of service.**

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

Personal leave will be allowed without salary deduction for the following reasons (*check one*):

Family, blood relatives of Teacher Aide 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 cousin, neighbor or other non-relative who is very close to the Teacher Aide.

Conferences (*educational other than present allowable*).

Emergencies

Explanation of Request (*above*): _____

(1) Day of personal business which cannot be conducted outside of normal school hours *no specific reasons need to be given* (** 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

Approval

Director of Special Ed