



- A. This form is to be completed by staff members whose sick days have or will be exhausted during an illness **or** by those who wish consideration for days beyond the personal days allotted under their unit's negotiated agreement.
- B. No individual shall be permitted any personal days beyond the days permitted by the applicable negotiated contract. The Board may, in its discretion, permit additional personal days without pay, in instances of family illness and household emergencies in accordance with the following procedure: All requests must be submitted by completion of this application form with the appropriate documentation annexed hereto and presented to the Human Resources Specialist at least 30 working days prior to the next regular public meeting of the Board of Education. The thirty 30 days period may be waived by the Board, in cases of emergency, where applicant demonstrated that such requirements cannot be satisfied due to the particular circumstances present. Rationale for emergency situations must be described or a letter attached.
- C. Within five (5) days of the receipt of said application, the Human Resources Specialist will forward copies of the application together with appropriate backup information to the Board of Education.
- D. Applications submitted without appropriate documentation will not be presented to the Board of Education for consideration.
- E. It is the employee's responsibility to see that all documentation as noted on the application form is completed at the time the application is submitted. Do not submit applications **WITHOUT COMPLETE DOCUMENTATION** except in emergency situations. Regular employees who are not part of a negotiation unit have only those personal leave benefits established by law or as noted in their individual contracts.
- F. The Board shall take action on said request at a public meeting within thirty (30) days following the submission of the application to the Human Resource Specialist.
- G. The applicant shall be advised of the Board's determination, in writing, within five (5) working days following the public meeting where action on the application was taken.
- H. Any employee who absents himself/herself in excess of the sick or personal days afforded by the applicable negotiated contract, without the prior approval of the Board, is subject to appropriate disciplinary action.

NOTE:

A. Jury Duty

A relatively recent state level decision no longer exempts school staff from serving on jury duty simply because they are employed in education endeavors. Therefore many of our staff will be receiving jury duty notices. Anyone who receives a summons for jury duty should:

1. Notify their immediate superior.
2. Notify the substitute coordinator.
3. Complete Step 1 of the Sick/Personal Leave form, attach a copy of the summons and forward to the Human Resource Specialist.

B. Military Leave of Absence

Those staff members required to serve in the reserve military during the school year should:

1. Notify their immediate superior.
2. Notify the substitute coordinator.
3. Complete Step 1 of the Sick/Personal Leave form, attach a copy of the military orders and forward to the Human Resource Specialist.