

**PERSONAL LEAVE FORM  
CTA**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Building: \_\_\_\_\_ Position: \_\_\_\_\_

On the following date(s) \_\_\_\_\_ I shall be taking a personal day(s) of leave. This leave is being taken for legitimate family or personal business that cannot be done during non-school hours.

Applicant complete section A below only if the personal day immediately precedes or follows a holiday period.

Section A Reason(s): \_\_\_\_\_

Immediate Supervisor or Superintendent complete Section B below, if personal day immediately precedes or follows a holiday period.

SECTION B: Denied \_\_\_\_\_ Granted \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant Date

\_\_\_\_\_  
Signature of Superintendent or Designee Date

**Article 7.2 Personal Days**

Teachers will be granted a maximum of three (3) days personal leave, non-cumulative provided that notice is given to the immediate supervisor by 12:00 p.m. of the preceding day and a substitute is available. Emergency situations requiring the use of a personal day must be approved through the teacher's immediate supervisor. Part-time and new (mid-year) members will be granted three (3) full-time personal days times their percent of annual employment. Example: February 1 appointee: 3 days x .50 = 1.5 days. For 33% part-time teacher, 3 days x .33 = .99 = 1 day.

Personal days will be in addition to sick leave. Any unused personal days, on an annual basis, will be added to sick leave for cumulative purposes.

Once a bargaining unit member has used three personal leave days, he/she may apply to the Superintendent of Schools, in cases of extenuating circumstances, for an additional day. The Superintendent, or designee, has sole discretion of granting the additional day.

Reasons must be given for personal leave for the day immediately preceding or immediately following a holiday period. Such leave may be granted for those matters which cannot be handled outside of regular school hours and for extreme inconvenience and hardship.

Personal day forms shall be in the principals' offices and shall be filed with the building principal(s).

If it is found that a teacher has misused the personal day policy, their pay shall be deducted accordingly.