

PL-6

PRESTON COUNTY SCHOOLS  
Claim for Personal Leave Benefits  
Miscellaneous Days

Name of Employee \_\_\_\_\_ ID Number \_\_\_\_\_

School \_\_\_\_\_

I hereby apply for \_\_\_\_\_  
Date(s) of Absences or Request

as a miscellaneous day(s) under the personal leave policy of the Preston County Board of Education (FILE GOE). See Miscellaneous Days Regulations on the reverse side of the yellow copy.

If less than twenty-four hours advance notice was given, state below the sudden or unexpected circumstances preventing the request to have been filed within the twenty-four hour limitation period.

I, the undersigned do solemnly swear and affirm under penalty of law, that the information on this form is accurate, truthful, and complete to the best of my knowledge.

DATE \_\_\_\_\_ SIGNED \_\_\_\_\_

Twenty-Four Hour Advance Notice ( Was Was Not ) Given – Circle One

APPROVED \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_  
(Signature)

DISAPPROVED \_\_\_\_\_ REASON 1. Above 15% regulation  
(Signature) REASON 2. Not a sudden or unexpected circumstance  
REASON 3. Exceeds maximum number allowed for consecutive days absence  
REASON 4. Consecutive days may not be used preceding or following any legal holiday

If twenty-four hour notice has been given, yellow copy should be given to the employee upon signature of principal or supervisor and white copy sent to Director of Personnel. If less than twenty-four hour notice was given, both copies must be forwarded to Director of Personal.

Less Than Twenty-Four Hour Notice Approval

DATE \_\_\_\_\_ DIRECTOR OF PERSONNEL \_\_\_\_\_

Revised June, 1998

Leave without cause – Miscellaneous Days

- a. Notice of such leave shall be given to the employee's principal or immediate supervisor at least twenty-four hours in advance, except that in the case of sudden and unexpected circumstances, such notice shall be given as soon as reasonably practicable. If the principal or supervisor cannot be reached, the employee shall contact the Director of Personnel for approval.
- b. The use of such leave shall be denied if, at the time notice is given either fifteen percent of the employees, or three employees, whichever is greater, under the supervision of the principal or immediate supervisor, have been notified the principal or supervisor of their intention to use that day for such leave.
- c. The employee shall request approval for leave without cause without stating a cause by completing and submitting the appropriate form at least twenty-four hours in advance.
- d. If the request is submitted less than twenty-four hours in advance, the employee must upon returning to work complete the proper form, explain the sudden and unexpected circumstances preventing the request to have been filed within the twenty-four hour prior to limitation period, and submit the form to the principal or immediate supervisor within two days after returning to work. All requests filed with the principal or immediate supervisor, less than twenty-four hours in advance are required to have the approval of the principal or immediate supervisor and the Director of Personnel. Neglect in giving proper notice is grounds for rejection of request.
- e. Personal Leave without cause may be taken on consecutive days within the following regulations:
  1. Consecutive days may not be approved during the last week of school.
  2. Consecutive days may not be approved preceding or following a legal holiday.
- f. A maximum of two (2) leave days without cause may be carried over from year to year.