

CHANDLER UNIFIED SCHOOL DISTRICT

REQUEST FOR EXCEPTION FOR GENERAL LEAVE

EMPLOYEE NAME: _____ EMPLOYEE ID#: _____
CAMPUS/DEPARTMENT: _____ TODAY'S DATE: _____

GUIDELINES FOR EXCEPTIONS TO GENERAL LEAVE

This request form should be used when an employee is requesting to use General Leave during the CUSD calendar "Blackout Days". General leave requests for days outside of "Blackout Days" do not require this form. General leave exception requests should only be made when the event is of a "significant nature" and the significant event is scheduled at a time that is "out of the control of the employee". It should be understood that only paid general leave will be approved if the employee has general leave days accrued. This request should be submitted two (2) weeks prior to the requested general leave date. Please refer to Governing Board Policy GCCB for additional information.

Black out days are the first 10 student days of the year and the last 10 student days of the year along with the day before and after a holiday or intercession.

Examples of General Leave Exception Requests that will not be approved:

- 1) To attend a family reunion.
- 2) To go with a spouse who has won/earned a trip through their employer.

EMPLOYEE REQUEST: (All three (3) items below should be completed by the employee.)

- 1) Date(s) requested for paid General Leave: _____
- 2) Describe the Significant Event requesting to attend: _____

- 3) I had no control in the scheduling of the date of the Significant Event: (Yes/No) _____

Signature of Employee: _____

CAMPUS PRINCIPAL / SITE DIRECTOR INPUT: (All (3) items to be completed by site admin.)

- 1) If this request is approved, a substitute will be needed for coverage: (Yes/No) _____
- 2) I am recommending this request be approved as paid general leave: (Yes/No) _____
- 3) I am recommending this request be approved, but as unpaid leave: (Yes/No) _____

Signature of Campus Principal/Site Director: _____

HUMAN RESOURCES DEPARTMENT: (To be completed by a Human Resources Administrator)

_____ This leave request is approved for paid General Leave, if employee has accrued general leave.
_____ This leave request is approved, but as unpaid leave.

COMMENTS: _____

Human Resources Administrator Signature: _____ **Date:** _____