PERSONAL DAY REQUEST - UNRESTRICTED DCEA EMPLOYEES

Employees shall be granted three (3) UNRESTRICTED days of non-cumulative personal leave per year, which can be used in quarter hour increments.

No form of personal leave, with or without salary deductions, except in extenuating circumstances, shall be granted on the first or last day of school, nor on a school day preceding or following vacation or a regularly scheduled holiday. Further, each employee may take no more than one personal day during the month of May.

Except in emergency situations, a request to use personal leave must be made on the form prescribed at least forty-eight (48) hours before the leave is to be used.

Employee's printed name:	Date:
Date to be excused:	
From: AM/PM To: AM/PM	Total Hours:
Need to hire a substitute? Yes No _	
Need a copy for your records? Yes No	
EMPLOYEE SIGNATURE:	Date:
Approved by Supervisor/Principal:	Date:
Approved by Superintendent:	Date:
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Recorded in Business Office:	Date:

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