

PURCHASE PERSONAL LEAVE FORM

Name _____ School _____

PROCEDURE:

1. All regular full time certificated employees shall be eligible for up to three (3) personal leave days in each school year without loss of salary. Less than full time certificated employees earn personal days at the rate of percentage of employment.
2. Employees with years of service as determined by seniority date shall be eligible for additional days. These days may be purchased according to the schedule below provided that 3 personal days have been used:

<u>Years of Service with CMCSS</u>	<u>Additional Days</u>
15 but less than 25	1
25 and up	2

This leave is conditional on:

- a. The teacher having exhausted all personal leave provisions.
- b. The prevailing substitute's pay will be deducted from the employee's wages.

PURCHASE PERSONAL LEAVE REQUEST:

ADVANCE NOTICE

DATE REQUEST MADE: _____

NUMBER OF DAYS/HOURS: _____

DATES OF ABSENCE: _____

EMPLOYEE'S SIGNATURE

DATE

APPROVED

DISAPPROVED

APPROVAL AUTHORITY

DATE