Employees may charge up to **THREE DAYS** against accumulated sick leave credits in any fiscal year for the transaction of personal business that cannot be accomplished at times other than during school hours. Personal leave is not intended to be used to extend vacation days or holiday periods and may only be used in such instances for demonstrated business reasons.

Unless otherwise approved by a supervisor, personal leave may not be used during the month immediately preceding the effective date of such resignation or retirement of any employee who has announced their intention to resign or retire.

Application for use of such leave, except in an emergency, shall be made in advance of each anticipated absence for personal reasons to the designee of the Executive Officer, and the granting of such leave shall be subject to the reasonable operating needs of the Agency. This form should be completed for personal leave even in case of emergencies.

Sub Finder Job No#: ______________________________________________________

(This must be completed for each absence. Note: **NOT** your PIN number.)

1. Name of employee: ______________________________________________________

2. Date(s) of requested leave: ____________________________________________

3. Date(s) of leave: _______________________________________________________

4. Comments: __________________________________________________________

   __________________________________________________________

   __________________________________________________________

   __________________________________________________________

   __________________________________________________________

   __________________________________________________________

   __________________________________________________________

Signature of employee: ____________________________________________________

Date request received: ____________________________________________________

Signature of supervisor: __________________________________________________

Action taken: ________ Approved ________ Not Approved