

Today's Date _____

GREENBURGH ELEVEN UFSD

PERSONAL LEAVE REQUEST FORM - TEACHER ASSOCIATE

The following paragraph is quoted from the Agreement made between the Board of Education of Greenburgh Eleven Union Free School District and the Greenburgh Federation of Teachers, Local 1532:

All full time Teacher Associates shall be entitled up to four days annual leave at full pay for personal and professional reasons. Requests for such leave shall be made at least five working days prior to the leave day, where possible. The granting of such leave shall be subject to its not interfering with the operation of the school. The privileges of this section shall not be abused by either the Associates or the Board. Regularly scheduled part time employees shall receive personal leaves on a pro rated basis. Personal leave at the beginning of each day must be in a minimum of a one hour block. Personal leave throughout the rest of the day must be in 30 minute blocks of half days.

The intent of the Agreement was to provide leave time for personal business but not for purposes of pleasure or extension of vacation or holiday.

If fewer than five working days remain between the date of this request and the date the leave is to start, please state below the reason why it was not possible to make this request at an earlier time.

To Be Completed by Person Requesting Personal Leave:

Name: _____ Date(s) of Leave _____

Time: From _____ To _____

Reason why request could not be make at least five working days before the beginning of the leave:

To be Completed by Secretary of Principal/Immediate Supervisor:

_____ Staff Member's I.D.#

_____ PL Days taken to date = (PRSNL + PL-NAPPR)

_____ PL Days Left

To Be completed by Principal / Immediate Supervisor and Superintendent:

Name of Substitute: _____

Supervisor: _____ Date Approved _____ Date Disapproved _____

Supt. of Schools: _____ Date Approved _____ Date Disapproved _____

- (1) WHITE - Upon Approval to Database Administrator; (2) YELLOW - Upon Approval to Staff;
- (3) PINK - Upon Approval to Principal/Supervisor; (4) GOLD - Preapproved to Staff