

EAST RAMAPO CENTRAL SCHOOL DISTRICT
SPRING VALLEY, NEW YORK
CERTIFICATED STAFF
REQUEST FOR PERSONAL LEAVE

PLEASE NOTE:

1. Complete one copy of Personal Leave Request Form.
2. Request must be submitted a minimum of 48 hours prior to date requested. Personal leave for religious observance to be submitted a minimum of 5 days prior to date requested.
3. Principal/Supervisor will forward original copy to the Personnel Office for action upon the request.
4. Approval will **not** be granted for personal leave which would extend a holiday, vacation (recess) or a weekend, except under such extenuating circumstances as may be approved by the superintendent or designee.
5. Approval will **not** be granted for personal leave requested for a day preceding or following days taken without pay.
6. All requests for more than one day **must** include the reason for the request.
7. Following the action upon the request, the Personnel Office will return two copies to the Supervisor (one copy for the Principal/Supervisor file and one copy to be returned to the teacher).

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TO: _____
Principal /Supervisor Date of Request

FROM: _____
Name (Please Print) Position School/Department

Date(s) Requested for Personal Leave _____

Reason _____

Employee Signature Number of Personal Leave Days taken since July 1 (current school year) _____

I have noted the request: _____
Signature of Principal/Supervisor Date

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Mary Sculnick Date Approved Denied
Interim Assistant Superintendent for Personnel

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When applicable (see #4)

Superintendent of Schools Date Approved Denied