

**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 _____

(No copy will be provided unless indicated.)

EMPLOYEE SIGNATURE: _____ Date: _____

Approved by Supervisor/Principal: _____ Date: _____

Approved by Superintendent: _____ Date: _____

Recorded in Business Office: _____ Date: _____