



## REQUEST FOR PERSONAL LEAVE

1. To arrange a planned absence, a "Request for Personal Leave" form must be submitted to Meg **ONE WEEK IN ADVANCE**.
2. Only one event request per form: Do not make multiple requests, unless directly consecutive days, on one form.
3. You may submit your request as a hard-copy or electronically to Meg DeMato ([mdemato@mlm-school.org](mailto:mdemato@mlm-school.org)).
4. **All employees responsible for early/late days are required to pre-arrange for coverage in the case of their absences.**
5. "Leave is not cumulative from year to year. Leave taken that exceeds allotted contract hours shall be deducted from July's payment."
6. "Employees will be notified of their accumulated leave in January and June. " It is the employee's responsibility to track their own individual leave accumulation at all other times.
7. Employees may not request leave for the following days/events: VIP Days (usually the 1<sup>st</sup> Tuesday of the month), the day before scheduled breaks, any day during the first and/or last week of school.

Request submitted by: \_\_\_\_\_

Date(s) leave requested: \_\_\_\_\_

If partial day request: Delayed arrival time: \_\_\_\_\_ Early departure time: \_\_\_\_\_

Is this one of your early or late days? NA Yes No

If yes, who have you arranged to cover for your early/late day? \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

### Office Use Only

\_\_\_\_\_ Approved \_\_\_\_\_ Not Approved

Office Manager's Signature: \_\_\_\_\_

Date Returned to Staff Member: \_\_\_\_\_ Amount of Hours out for this request: \_\_\_\_\_

Assigned Coverage: \_\_\_\_\_

Date submitted: \_\_\_\_\_