

**USD 473, CHAPMAN**  
**APPLICATION TO USE PERSONAL DAY(S)**  
*(Revised 2010)*

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

I am applying to use personal leave on \_\_\_\_\_  
(Date)

FULL DAY \_\_\_\_\_      HALF DAY \_\_\_\_\_  
AM \_\_\_\_\_      PM \_\_\_\_\_

Personal Leave: Teachers shall be entitled to personal leave days in accordance with the following provisions:

Each full time Teacher shall be allowed two days personal leave a year for any reason which the Teacher believes to be more important than being in the classroom. Personal leave shall be allowed in the same manner for Teachers who are employed less than full-time but in proportion to the time employed. Personal leave may accumulate for a limit of two years not to exceed four (4) days in any contract year.

Teachers shall submit leave request for two or less days for approval by the Principal at a minimum of 24 hours prior to the requested leave date. The leave may be used any time during the school year except on inservice or workdays, parent/teacher conference days or the day before or following a school holiday. Four personal days cannot be used in the month of May. Any portion of one-half day of personal leave shall be counted as one-half day. Any time in excess of one-half day shall be counted as one day. Teachers who wish to accumulate personal days must request to carry over days by May 15 of that school year or they will automatically receive reimbursement equal to one day substitute teacher pay, in addition to the amount stated on that teacher's contract, for each full day of unused personal leave to a maximum of two days.

- Approved Paid Personal Leave
- Approved as Non-Paid Leave
- Disapproved
- Approved as non-paid leave - will also lose personal day

Principal \_\_\_\_\_

Superintendent \_\_\_\_\_

Date \_\_\_\_\_