

CANTON UNION SCHOOL DISTRICT NO. 66
CANTON, ILLINOIS

REQUEST FOR PERSONAL OR EMERGENCY LEAVE

Name _____
Date

Building _____
Immediate Supervisor

Date personal day will be taken: _____

Time employee will be gone: _____

SUB NEEDED: **YES** _____ **or** **NO** _____

TIME SUB IS NEEDED _____ **LOCATION** _____

According to the Collective Bargaining Agreement, the following requirements apply to personal or emergency leave:

- a. The purpose must constitute something that cannot be done on a non-school day or that is of an emergency nature.
- b. No reason must be stated, but the day is restricted by general principles and ethics of our professional standards.
- c. Except in case of emergency or extenuating circumstances,
 - 1. Requests must be given to the Superintendent, or in his absence, to his designee, at least 48 hours in advance.
 - 2. The day immediately preceding or immediately following a two day or longer holiday will not be approved as a personal leave day.

This is not considered a vacation day. Individuals should use these days for personal or family business that is needed, such as but not limited to: legal matters, contracts, consultations, etc.

This request meets the above criteria.

Requester's Signature

Recommend _____ Not Recommended

Supervisor

Approved _____ Disapproved

Superintendent/Designee