

Ironton City Schools
Application For Personal Responsibility Leave

Name: _____ Social Security # _____

Application Date: _____ Date of Requested Leave: _____

MUST BE SUBMITTED TO THE PRINCIPAL/SUPERVISOR TWO (2) WORKDAYS IN ADVANCE.

Personal leave is intended for the purpose of meeting legal, business, or personal responsibilities which cannot be done at any other time than on a regular work day.

Bargaining unit members are granted three (3) unrestricted days of personal leave during each school year. "Unrestricted" leave shall mean that there is no restriction as to the reason for the personal leave, other than the restrictions described in BOE/IEA ARTICLE 23-C1A or BOE/ISSA ARTICLE 13-C1A. Restrictions as to the days on which personal leave may be taken as described in BOE/IEA ARTICLE 23-C1C or BOE/ISSA ARTICLE 13-C1C applies. No personal leave day shall be granted to an employee during the period of one (1) day before or one (1) day after any school holiday or unscheduled closing, or the first or last day of school, or on days when parent-teacher conferences are scheduled.

Application for Personal Responsibility Leave is being requested as follows:

_____ One Half (1/2) Day _____ One (1) Day _____ Two (2) Days _____ Three (3) Days

This Section To Be Completed By The Principal/Immediate Supervisor

The principal's/immediate supervisor's decision based upon strict adherence to the terms and conditions of BOE/IEA ARTICLE 23-C or BOE/ISSA ARTICLE 13-C.

_____ Approved _____ Disapproved Comments: _____

Principal's/Supervisor's Signature: _____ Date: _____

The decision is final at the principal's/supervisor's level unless an appeal is initiated.

Appeal

The appeal is to be returned to the principal/supervisor who will forward the appeal to the superintendent.

Employee wishes to appeal the decision of the principal/supervisor on the following basis:

Employee Signature: _____

Superintendent's Decision

_____ Approved _____ Disapproved Comments: _____

Superintendent's Signature: _____
(Revised December 14, 1999)