



POTTERVILLE PUBLIC SCHOOLS

Teaching Staff Personal Day Request Form

Name

Date

To: _____

In accordance with Article 7, Section A-3, I am submitting this form to my building principal, requesting a personal day for _____(Date).

Teacher's Signature

Article 11, Section A-2

At the beginning of each school year the employee shall be credited with six (6) days to be used for his/her personal business. Unused days shall be added each year to the employee's accumulated sick leave. Personal business days may be used at the employee's discretion. Personal business leave shall be approved by the principal provided the request is submitted to comply with the following conditions:

a. The employee shall provide the principal with at least seventy-two (72) hours advance written notification of personal business leave. Personal business days may be used for emergency situations without the seventy- two (72) hour notification. The employee is expected to notify the principal of the emergency request as soon as possible. **b.** Personal business leave shall not be used during scheduled parent- teacher conference times, or on professional development days except in a case of emergency as determined by the Superintendent. **c.** At the discretion of the Superintendent, personal leave requests may be canceled when there are more than six (6) such requests for the same day. **d.** Repeated use of Sick or Personal days that impacts student learning may be addressed by administration with a conversation about the impact on students and staff.

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Personal Day Request Approved

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Personal Day Request Not Approved

Reason for Denial: _____

Principal's Signature

Date