

**PIKE VALLEY U.S.D. #426  
APPLICATION FOR CERTIFIED LEAVE**

I, \_\_\_\_\_, hereby request leave on \_\_\_\_\_  
Name of teacher Date

Leave is defined by negotiated agreement as:

The Board will grant twelve days of leave to a staff member at the beginning of each school term. Of the twelve days, three could be used for discretionary/personal leave, and the remainder would be used toward the staff member's ongoing sick leave total. The three days per year of discretionary/personal leave may be used at the discretion of the teacher to conduct personal business which cannot be reasonably conducted during hours when school is not in session or for professional improvement for any educational purposes.

Teachers may gain one additional day of personal leave by forfeiting two sick leave days. A teacher must be tenured in USD 426 to use this provision.

Teachers shall properly file a form of notification in advance of temporary leave for personal business, sick (when possible or upon return to school after an illness). Teachers shall neither take temporary leaves for personal business on the days immediately before or after Board-adopted non-working days nor during the first and last weeks of the school year except in cases of emergency when authorized by the Principal.

I certify that the leave requested above is for purpose of: (check one)

1. Illness of myself or a family member
2. Conducting personal leave/business which cannot be reasonably conducted during hours when school is not in session.
3. For professional development for educational purposes.

Description of Leave: \_\_\_\_\_

\_\_\_\_\_  
Signature of Teacher

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by Supervisor/Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Disapproved by Supervisor/Principal

\_\_\_\_\_  
Date

(Application for personal leave must be filed with the building principal at least five (5) working days in advance of the date of the requested leave. Sick leave must be filed within 3 working days of absence.)

**Check only if forfeiting two (2) sick days to covers this personal leave request.** \_\_\_\_\_