

SPECIAL LEAVE FORM

I hereby certify that I am not using my Special Leave in violation of the Master Agreement. I understand that the filing of a false statement under this Article constitutes a violation of the provision and may be considered by the Board as grounds for disciplinary action in such form and manner as the Board may deem advisable, including denial of pay for the day taken.

CHECK ONE OF THE FOLLOWING (I understand that an explanation may be required for any of the following):

1. ___ Funeral or illness in the family not covered by sick leave policy.
2. ___ Mandatory court appearances.
3. ___ Urgent or unusual immediate family obligation (such as adoptions, weddings, graduations) over which the employee has no direct control.
4. ___ Attendance at conventions or convocations of fraternal groups, religious societies, civic organizations.
5. ___ Business activity of major significance which cannot be handled before or after school or on a weekend.
6. ___ Personal/private activity of major significance which cannot be handled before or after school or on a weekend.
7. ___ Parent/Teacher Conferences involving the employee's children.

The Special Leave will be (was) taken on _____ Full Day(s)
 Half Day(s)
Date(s)

Days Used During Current School Year _____

SIGNATURE OF EMPLOYEE BUILDING DATE SUBMITTED

SIGNATURE OF PRINCIPAL APPROVED-SIGNATURE OF SUPERINTENDENT

Special leave shall not include the seeking of, or participation, in gainful employment; making applications for employment elsewhere; vacation; purchasing an automobile, major electrical appliance, etc.; accompanying husband or wife on a business trip; extension of Sick Leave; friend's illness; wedding anniversaries; for the participation or assistance in any strike or strike-related activity within or outside the District; and other examples of a seemingly emergency nature which in reality could be taken care of through other arrangements.

The Superintendent may authorize additional days for justifiable reasons. The reason for such requests will be stated in writing.

Special Leave on the following days shall be only after the approval of the Superintendent or his/her designee:

- The first and last days of school.
- The school day preceding or following a day (or days) when school is closed for holidays.