

**SHOREHAM-WADING RIVER CENTRAL SCHOOL DISTRICT
SWRTA**

Personal Leave Application – Instruction Sheet

Applicant _____ Date Completed _____

Contract Article XII B

“Teachers will receive three (3) personal days per year. Unused personal leave days shall accumulate to the end of each year as unused sick days. Application for personal leave will be made to the administration at least five (5) school days before taking such leave (except in cases of emergency*).”

* In cases of emergencies, the administration will request the teacher to complete Form B on his/her return to school.

If a teacher requires a personal day that is not connected to any school holiday, the teacher need only check the personal day box on Form A and is not required to give a reason.

If a teacher requires a personal day prior to or after a school holiday, the teacher must fill out Form B for review by District Office.

Signature of Building Representative _____

Signature of Building Principal _____

Date of Requested Personal Day _____

This authorized application will be returned to you for your files and Form A or B will be forwarded to your Building Representative.

**SHOREHAM-WADING RIVER CENTRAL SCHOOL DISTRICT
SWRTA**

Personal Leave Application

FORM A

Personal Day – no reason required

Check One: FULL DAY HALF DAY A.M. HALF DAY P.M.

Date of Application

Print Name of Member

Date of Requested Personal Day(s)

Member's Signature

Principal's Signature

Date

**SHOREHAM-WADING RIVER CENTRAL SCHOOL DISTRICT
SWRTA**

Personal Leave Application

FORM B

Listed below are the reasons for taking a personal day prior to or after a school holiday/recess, or due to an emergency. Documentation for the request will be submitted to Assistant Superintendent for Human Resources for review.

- _____A. **Legal Matters**
House closing; income tax hearings; adoption proceedings; court appearances for traffic violations; probating wills; obtaining licenses.
- _____B. **Funerals**
Attendance at funeral services of a person the nature of whose prior relationships to the teacher warrants such attendance.
- _____C. **Ceremonies**
Graduation of a teacher, spouse or child; day of wedding ceremony; participation in religious ceremonies such as baptism, confirmation, circumcision of child; honors and awards ceremonies involving teacher or the immediate family.
- _____D. **Education**
Required educational examinations; attending educational meetings not covered by professional trip regulations; required parental visits by parents to colleges; professional advancement.
- _____E. **Religious Observations**
Teacher may use personal business days for religious holiday observances of his/her particular faith not covered in the regular calendar.
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Check One: FULL DAY HALF DAY A.M. HALF DAY P.M.

Date of Application

Print Name of Member

Date of Requested Personal Day(s)

Member's Signature

Assistant Superintendent for Human Resources Signature

Date