

CARROLLTON EXEMPTED VILLAGE SCHOOL DISTRICT  
252 THIRD STREET N.E., CARROLLTON, OHIO 44615-1236

**REQUEST FOR PERSONAL LEAVE**

NAME \_\_\_\_\_ BUILDING OR ASSIGNMENT \_\_\_\_\_

DATE OF REQUEST \_\_\_\_\_ DATE OF LEAVE \_\_\_\_\_

Classified employees are eligible for three (3) days of personal leave per year. These days are available for the following reasons and are intended for use in emergency type situations where a person has no choice in matter:

- A. Sale or purchase of real property.
- B. Graduation or special recognition of self, son, daughter, husband, wife, father or mother from an accredited college, university, or public school program.
- C. Marriage of self, son or daughter (wedding day only).
- D. Settlement of estate.
- E. Adoption of a child.
- F. Required court appearance as litigant or witness.
- G. Funeral of a close friend or relative not covered under sick leave policies.
- H. For an act of nature or an accident that disrupts utility services, or so damages the house that a condition is created that is hazardous to the welfare of the employee or his family and must be corrected without delay.
- I. Religious observances that specifically prohibit work or normal activities at the time.
- J. Personal business of an emergency nature that cannot be taken care of outside the regular school day (Explain reason).

\_\_\_\_\_  
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Personal leave may not be taken for the following reasons:

- A. Gainful employment
- B. Seeking employment
- C. Recreation purposes
- D. Holiday's or vacations
- E. Shopping trips

Two days' notice is necessary except in the case of an emergency.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE RECEIVED BY PRINCIPAL OR SUPERVISOR

\_\_\_\_\_  
DATE RECEIVED BY SUPERINTENDENT AND SIGNATURE