

HOPKINS PUBLIC SCHOOLS

Personal Business Leave Form

Today's Date: _____

I _____ would like to request a personal business

leave day on _____.

Signed _____

All regularly employed teaching personnel shall be allowed to use up to three (3) personal business days each year out of the twelve (12) sick days credited per year. These personal business days may only be used to take care of a personal business problem that could not be taken care of after school hours or on non-school days. Teachers will not be allowed to use personal business days on professional development days. Personal business days may not be used to extend a regularly scheduled school vacation unless it meets the "Extending School Vacation" guidelines listed below:

The teacher must notify the building principal at least two (2) days prior to the date of the expected absence. The leave will be granted, providing a substitute can be employed and detailed written lesson plans are submitted along with the leave request for the class which the substitute will teach. In case of emergencies, notification shall be given to the administration as early as possible.

The administration reserves the right not to grant more than two (2) applications per elementary level, and two (2) per secondary level for personal business leaves for any given calendar date.

Amount to be deducted for exceeding this limit shall be 1/"X" of the teacher's annual salary. X shall be based on the number of teacher workdays as approved in the District Calendar.

EXTENDING SCHOOL VACATION

If circumstances occur where a member of the HEA would like to extend a school vacation period, these periods being defined as Thanksgiving Break, Christmas Vacation, and Spring Break, the district will allow a teacher to extend the vacation by using their personal days, up to a maximum of two days. The deadline for leave applications shall be sixty (60) calendar days before the leave would be taken. The district will notify applicants if their leave has been approved within five (5) work days of the deadline.

I am requesting a personal day to extend a school vacation, and I certify that the following criteria are met:

- I have been employed by Hopkins Public Schools and a member of the HEA for at least one full year.
- In the previous school year, I have been absent from work using sick leave for less than eight (8) days.

A maximum of three (3) HEA members from the secondary (6-12) buildings, and two (2) HEA members from the elementary (K-5) buildings would be eligible at each school vacation period.

The administration reserves the right to limit to a maximum of four (4) people per district for any given calendar day. Lesson plans must be turned into the building administrator prior to the extended leave.

Annual deadlines for requests to extend a school vacation:

Thanksgiving Break: September 30

Christmas Vacation: October 30

Spring Break: February 1

Principal's approval _____

Superintendent's approval _____

1. Teacher to give request to Principal's Secretary
2. Principal's approval
3. Superintendent's approval
4. Copy to Central Office
5. Copy to Principal's Office
6. Copy to Teacher