



**Request for Personal Business Leave
Extra Day(s)**

Board Policy provides that in emergencies, extra days of personal business leave may be granted without pay or with pay deductions for substitutes, depending upon the circumstances and advance approval of the superintendent or superintendent's designee.

In compliance with BEA/BOE 2007-2012 Agreement I am requesting _____ extra day(s) of personal business leave on:

Date(s) requested _____

Name _____
(Print name)

Location BMS CH EAC MH TI TR WAJ

_____ Without pay

_____ With Pay minus deduction for substitute

Reason for Request: _____

Date of Request _____

Employee Signature

Approved - Date _____

Superintendent's Signature (or designee)

Not Approved

Reason for non-approval _____

Examples of appropriate causes for personal business leave are as follows:

1. Religious holidays
2. Legal transactions, such as court orders, house closings, etc.
3. Wedding or graduations in the immediate family or household
4. Weddings, graduations, and funerals
5. Other events that cannot be handled outside the school day