



WELLS-OGUNQUIT COMMUNITY SCHOOL DISTRICT

1460 Post Road, Wells, Maine 04090
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www.k12wocsd.net

PLEASE PRINT ON BLUE PAPER

Personal Business Leave Request *Support Staff - Personal Day*

I request approval to be absent from my duties at _____ School on _____ (date). The reason for this request is: _____

or because of the nature of the explanation, I prefer to communicate with _____ of the WOSSA Executive Committee; or I will communicate directly to the Superintendent of Schools or his/her agent _____.

Date: _____ Printed Name: _____

Building: _____ Signature: _____

AUTHORIZATION:

- | | | |
|---------------------------------------|-------------------------------|-------|
| <input type="checkbox"/> Approved | _____ | _____ |
| | Building Principal/Supervisor | Date |
| <input type="checkbox"/> NOT Approved | | |
| <input type="checkbox"/> Approved | _____ | _____ |
| | Superintendent of Schools | Date |
| <input type="checkbox"/> NOT Approved | | |

EXCERPT FROM THE SCHOOL COMMITTEE/WOSSA AGREEMENT:

Personal Business Leave

Personal business leave shall be available to all employees for hardships or other pressing needs and will be granted in situations which require absence during scheduled work hours for the purposes of transacting or attending to personal or legal business, or family matters. Personal business leave will be granted for not more than two (2) days per year, subject to the following guidelines:

- Up to two (2) days may be granted for religious, legal business, household or family matters which cannot be conducted at times other than school hours. Such leave shall require prior approval by the immediate supervisor. Application for these days will be made at least two (2) days in advance, where practical, to allow the supervisor to make necessary arrangements. The employee must state which of the above reasons apply and must provide an explanation, if feasible, to substantiate the request. However, in sensitive matters, the employee may at his/her discretion, communicate the reason for such leave verbally to the supervisor. Request for personal leave will not be granted to extend vacations or holidays, or to be used for recreational purposes. Requests for leave for religious holidays will be granted as required by law.
- Subject to the foregoing limitations, an employee may request one of the (up to) two days of personal leave each year, without identifying the nature of the personal business. The parties agree to mutually review at least annually, the use of personal leave to assure that its use is bona fide.
- Personal business leave days are not accumulative from year to year.

Other leaves of absence without pay or benefits may be granted by the Superintendent for good reason.