

**GRANDVIEW HEIGHTS CITY SCHOOL DISTRICT
PERSONAL LEAVE FORM**

According to Article VII of the Settlement Agreements, personal leave requests must be submitted in writing by the staff member to the superintendent. This form shall serve as the required written request.

Personal leave may be used in 1/2 day or more increments (GHEA) or in 1/4 day or more increments (GHESSA).

*Personal leave may not be approved for seeking or engaging in gainful employment.

*Personal leave granted the day before or the day following a scheduled holiday or vacation period will be charged at the rate of two days for each day granted. Half-days will be charged as full days and quarter-days (GHESSA ONLY) will be charged as half-days.

Requests must be made at least three (3) days in advance of the requested leave. In cases of emergency, the emergency situation must be explained in writing:

Today's date _____

Requested date of leave _____

The requested date of leave is on the day before or day following a scheduled holiday or vacation period (Yes or No) _____

All day _____ Half-day _____ (a.m. _____ p.m. _____) Quarter day _____ (a.m. _____ p.m. _____)

Your signature indicates that you are in compliance with the personal leave criteria.

Employee's signature

Superintendent's signature

Employee's Name (Please Print)

Building principal's signature

Approved

Disapproved

After approval, a copy of this form will be sent to staff member and current supervisor.