

School District of Upper Dublin
Maple Glen, PA

Personal Leave Application for Teachers

Each employee shall have three (3) days leave of absence for personal matters, which require the teacher's absence during school hours. Such leaves will not be used for gainful employment. A written request to the Director of Human Resources that a teacher intends to take a personal leave day shall be given at least seven (7) calendar days before taking such leave (except in the case of an emergency). Such leaves will be granted on a "first come, first served" basis. On no day shall more than ten percent (10%) of the entire District teaching staff be granted personal leaves.

Teachers shall be permitted to use split personal days (half-day segments) not to exceed one (1) full day per year.

Teachers may not take Personal Leave during the first ten (10) student days or the last ten (10) student days. Teachers will also be prohibited from taking three (3) consecutive Personal Leave days. Exceptions can be made with special administrative approval by the Director of Human Resources.

Date	Full Day	Half Day	Sub Needed
_____	_____	_____	_____

By signing this form, I acknowledge that I am adhering to the guidelines listed above.

Print Your Name

Employee Signature

Date

School/Office

Administrative use only

____ Approved
____ Not Approved

____ Approved
____ Not Approved

Principal/Supervisor

Director of Human Resources

Date

Date