

OREGON CITY SCHOOLS
5721 SEAMAN ROAD
OREGON, OHIO

**CERTIFICATED EMPLOYEES
PERSONAL LEAVE REQUEST**

July 1, 2019 -June 30, 2020
(2019-2020 School Year)

Name _____ Building _____ Date Submitted _____

Three copies of this form must be filled out. One copy must be sent to the payroll department before the leave takes place, except for emergency leave. One copy will be retained by the principal or supervisor and one copy is retained by the employee.

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Request is hereby made for _____ day(s) of personal leave
to be taken on _____.

I have carefully read the personal leave policy of the Board of Education (see reverse side of this form). I have studied those reasons for which personal leave may not be granted. I am fully aware that obtaining leave under false pretense or using leave for purposes not approved in the Agreement is grounds for disciplinary action.

Signature

Employee Identification Number

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I am aware that a request for personal leave is being made by _____
for the date(s) _____. A substitute (check one) has ____has not ____ been assigned.

Principal or Supervisor

Date

Copies: Employee
Principal
Superintendent
Payroll Office

Personal leave shall be granted each school year upon proper application and in accordance with the following:

1. The employee must notify the principal of his school or his supervisor of his intent to take the leave 72 hours in advance, except in emergency situations.
2. The employee may not use personal leave for the following purposes:
 - a. Harassment
 - b. Work Stoppage
 - c. Withholding of Services
3. Personal leave of four days shall be granted in accordance with the school year and are non-accumulative.
4. Personal leave may not be used one day before and/or one day after a holiday or vacation period.
5. Violations of any personal leave policy by obtaining leave under false pretenses or using leave for purposes not approved in this agreement are grounds for disciplinary action. This action may include a suspension of two days without pay for each day of violation of the personal leave policy and specifically supersedes any provision to the contrary found on the Ohio Revised Code including, but not limited to, R.C. 3319.16.
6. Certified unit members may select either of the following: a maximum of four (4) unused personal leave days which remain at the end of the school year may be added to a unit member's accumulated sick leave, effective on June 30 of each year; or a maximum of four (4) unused personal leave days may be compensated in half-day increments at the following rates:

3 to 4 unused days	- \$80.00 per day
2 1/2 to 2 unused days	- \$70.00 per day
1 1/2 to 1/2 unused days	- \$60.00 per day

A maximum of four (4) unused personal time shall be added to accumulated sick leave unless a written request for payment is submitted to the Board Treasurer's Office by June 10. Payment shall be received in the second paycheck in June.