**Gallia-Vinton Educational Service Center**

**Personal Leave Application**

Employee Name Date

**Personal leave can only be used in .25 increments (0-2 hours = .25, 2-4 hours = .50, 4-6 hours = .75, and 6-8 hours = 1.0 day).**

I hereby request \_\_\_\_\_\_\_\_\_\_day for (date[s]) of personal leave to transact business that cannot be taken care of other than the working day.

(In no way is personal leave to be misconstrued as vacation.)

1. Personal leave cannot be taken on the day before or the day after a school holiday, or during the last week of classes of the school year.
2. Application for personal leave should be submitted to the Superintendent three (3) days in advance.
3. Personal leave days shall not be used consecutively.

I hereby certify that this request be used only for personal business that **CANNOT** be transacted other than on a working day.

Signature of Employee Date

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To be completed by Superintendent:

Personal Leave day(s) granted

Personal Leave day(s) not granted

Signature of Superintendent Date

**Misuse of personal leave may result in the employee’s salary being reduced on a per day basis.**