APPENDIX D - APPLICATION FOR PERSONAL BUSINESS LEAVE

Pursuant to Article 14 of the Agreement between the Voorheesville Central School District and the United Employees of Voorheesville all requests for leave must be made on this form and except in an emergency, must be filed no less than 48 hours prior to the requested leave day. Please read the regulations carefully and check Article 14 in the contract.

☐ Personal business leave with pay will be granted on the basis of the following regulations:

A. Employees may request a total of four days per work year from their accumulated sick leave for purposes of personal business.
B. A personal business day may be used to attend to personal affairs, which cannot be conducted by the employee except during the employee's regular working day. That is, these are personal matters which cannot be carried out after the employee's regular work day or other times when the employee is not required to be on the job.

I, _____, request personal business leave day(s) for the following day(s):

I have used _____ paid personal business leave days this school year.

Requested: With Pay _____ Without Pay _____

Reason for request **(fourth day only):**

_____

_____

_____

I have read the above regulations and feel that my request for personal leave on _____ meets with the current criteria for leave (with) (without) pay.

_____ _____

Signature (Employee) *Date*

Approved: _____ Denied: _____ Reason: _____

_____

_____

_____ _____

Signature (Supervisor) *Date*