

EDUCATIONAL SERVICE CENTER OF NORTHEAST OHIO

Essex Place, Suite 300
6393 Oak Tree Blvd., Independence, OH 44131
Phone: 216-524-3000 Fax: 216-524-3683

Personal Leave Form

Name: _____

Choose: 1 day _____ 3/4 _____ 1/2 _____ 1/4 _____ Date(s) Requested _____

**POLICY HR-15
PERSONAL LEAVE**

Three days per school year may be authorized for Personal Leave for eligible employees. Such days are not cumulative. Personal Leave may be granted for the following reasons:

- Funeral/Illnesses of individuals not covered by the sick leave policy
 - Wedding
 - Legal Reasons – Court appearances
 - Emergency family situations
 - School or educational functions involving the employee or child of the employee
 - Religious Holidays
 - Other Reasons which the Superintendent or designee deems appropriate
- Requests for use of personal leave shall be made as early as possible prior to its use (except for obvious emergencies.) Submit the Personal Leave form to your immediate supervisor with end result notifying the ESCNEO.
 - For immediate emergencies, as early as possible employee shall inform the district or assignment of absence and use of Personal Leave, followed by a contact with immediate supervisor.
 - Details may be requested by supervisor prior to approval.
 - All requests must be supported by a written reason for requesting personal leave.
 - Falsification or failure to report Personal Leave for employee’s absence can result in disciplinary measures up to and including warnings, reprimands, suspension and termination.

Reason: _____

Employee’s Signature: _____ Position: _____

School District Assignment: _____ Date: _____

Supervisor’s/Superintendent’s Signature Approved Not Approved

Reason not approved: _____