

CONEMAUGH VALLEY SCHOOL DISTRICT
JOHNSTOWN, PA

TEMPORARY LEAVES OF ABSENCE

DIRECTIONS: USE PEN ONLY OR TYPE. Complete and submit one (1) copy of this form to your building principal. They will sign it and send it on to the Superintendent. Action will be noted on the form and the original will be returned to you. A copy will be kept on file in the Superintendent's office.

Name: _____ Building _____
(Last) (First) (Initial)

Check Type(s) and List date(s) of absences approval is requested for:

1. Personal Day(s)
 - a. Current Year Personal Day A1 - Date: _____
 - b. Current Year Personal Day A2 - Date: _____
 - c. Current Year Personal Day B - Date: _____
 - d. Accumulated Personal Day(s) - Date: _____
2. Bereavement Date(s): _____ for _____
(indicate relationship)
3. Jury Duty Date(s): _____
(please attach copy of summons)
4. Leave Without Pay* Date(s): _____
 *Reason/Explanation: _____

Applicant's Signature: _____ Date: _____

Principal's Signature: _____ Date: _____

DO NOT WRITE IN THIS SPACE - FOR PAYROLL USE ONLY

REQUESTED DAY(S) AVAILABLE: _____ YES _____ NO

COMMENTS: _____

PAYROLL CLERK'S SIGNATURE: _____

DO NOT WRITE IN THIS SPACE - FOR SUPERINTENDENT USE ONLY

Your Request of: _____ for () PERSONAL () BEREAVEMENT () JURY DUTY () L.W.O.P.

Absence with pay or Leave Without Pay on date(s) requested above is hereby:

1. _____ Granted - PERSONAL LEAVE (See other side)
2. _____ Granted - BEREAVEMENT LEAVE
3. _____ Granted - JURY DUTY
4. _____ Granted - LEAVE WITHOUT PAY
5. _____ Granted - REJECTED

Should you have any further questions, I would be happy to discuss them with you.

Sincerely,

Shane Hazenstab, Superintendent

Article IX – Leaves of Absence

Personal Leave Days - Each teacher shall be credited three (3) days leave of absence per each school year for personal, legal, business, religious, household, or family matters which require absence during school hours. Two (2) days, (Personal Day A1 & A2), may be taken with notice to the teacher's Principal or other superior, at least one (1) day before taking such leave (except in the case of emergencies). The third day, (Personal Day B), may be taken with notice to the teacher's principal or other superior, at least three (3) days before taking such leave (except in the case of emergencies). This leave day shall not be taken during the first ten (10) school days nor the last twenty (20) school days of the school year. Use shall also be limited to no more than three (3) elementary and three (3) secondary teachers on any one school day.

Upon application for any personal day, the employee must declare as to which day that they are making application for and follow the appropriate guidelines listed above. In either event, such notice shall not state the reason for taking such leave other than its being taken under this section.

Personal days can accumulate to no more than five (5) days. All personal days beyond the five (5) days are automatically converted to sick days.

Note: Employees cannot accumulate more than five (5) personal days and employees cannot use more than five (5) personal days in any one school year.