

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 A - Date: \_\_\_\_\_
  - b. Current Year Personal Day B - Date: \_\_\_\_\_
  - c. 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 ONLY

REQUESTED DAY(S) AVAILABLE: \_\_\_\_\_ YES \_\_\_\_\_ NO

COMMENTS: \_\_\_\_\_

PAYROLL CLEARK'S SIGNATURE: \_\_\_\_\_

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Your Request: \_\_\_\_\_ 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 shall be happy to discuss them with you.

Sincerely,

Article IX – Leaves of Absence

Personal Leave Days - Each teacher shall be permitted two (2) days leave of absence per each school for personal, legal, business, religious, household or family matters which require absence during school hours. One (1) day, (Personal Day A), 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 second 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 either 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.