

**SUPPORT STAFF**  
**TIFFIN CITY SCHOOLS**  
**PERSONAL LEAVE (PL) REQUEST**

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Each support staff employee will be granted three (3) days of personal leave per year with no loss of compensation. Requests must be submitted in writing to the building principal or supervisor one (1) week in advance of the desired date for approval of personal leave. The principal or supervisor has authority to approve the request consistent with the provisions of Section II. C. of the Support Staff Handbook. Except as otherwise provided in the immediately following paragraphs, approval will not be withheld. In an emergency where advanced written notice is not possible, the support staff employee shall immediately telephone and notify the administrator of the need and reason to request emergency personal leave, which will be charged against personal leave, if available, or treated as a dock day under Section II. F. of the Support Staff Handbook.

Requests for personal days may be made for any contracted day of the school year except the regularly scheduled workday immediately preceding and the regularly scheduled workday immediately following a holiday, break period (e.g., the winter and spring break) in the school calendar, or vacation time with respect to which a personal day may be taken only with approval of the principal or supervisor.

The above exception will not be applied in the event of a declared Level 3 emergency that precludes the employee from getting to work or comparable natural disaster.

The decision to approve personal days will be based upon substitute availability. If the number of requests exceeds the number of substitutes available, the decision will be based upon seniority.

The Superintendent may extend one (1) additional personal leave day in the event of a declared Level 3 emergency that precludes the employee from getting to work or comparable natural disaster, which may occur after the employee has used his/her personal days.

NAME \_\_\_\_\_

SCHOOL \_\_\_\_\_

DATE TO BE ABSENT \_\_\_\_\_

DATE THIS FORM COMPLETED \_\_\_\_\_

APPLICANT'S SIGNATURE \_\_\_\_\_

PRINCIPAL/SUPERVISOR'S SIGNATURE \_\_\_\_\_