

<ul style="list-style-type: none"> Additional days shall be granted by the Superintendent under unusual circumstances Death of uncle, aunt or first cousin 	<p>Request as needed; will be charged to sick leave</p> <p>1 day for funeral;</p> <p>Additional days not to exceed 2 if required;</p> <p>Additional days charged to sick leave</p>	<p>Written request to Superintendent; record in attendance system under "SICK LEAVE" if approved</p> <p>Record with building principal; Record in attendance system under "BEREAVEMENT"</p> <p>Written request to Superintendent; record in attendance system under "SICK LEAVE" if approved</p>	<p>Must provide reason for additional days requested (unusual circumstances) under "NOTES TO ADMINISTRATOR"</p> <p>Yes. Note family relation under "NOTES TO ADMINISTRATOR"</p> <p>Provide reason for additional days under "NOTES TO ADMINISTRATOR"</p>
<p>Personal Leave Article XIV.C.1, page 25, Paid</p>	<p>2 days</p>	<p>At least 48 hours in advance</p>	<p>Not required to state reason unless it is one of the circumstances in the next section.</p>
<p>Personal Leave Needing Permission Article XIV.C.2, page 26, Paid</p> <ul style="list-style-type: none"> Under 48 hours' notice When leave is day before or after school vacation or holiday 		<p>Notice given in attendance system under "<u>PERSONAL PERMISSION</u>" as soon as need for leave is known. <u>Leave requires Superintendent approval. NOT GUARANTEED LEAVE</u></p>	<p>Must state reason under "NOTES TO ADMINISTRATOR" in these two circumstances. Leave is conditional upon Superintendent's approval. Do not take leave until approval is received.</p>

<p>Military Training Article XIV.D, page 26, paid. See contract language re: pay</p>	<p>Not to exceed 10 days</p>	<p>Yes. Request in writing to Superintendent. Record in attendance system under "MILITARY".</p>	<p>Yes. Record reason in attendance system under "NOTES TO ADMINISTRATOR"</p>
<p>Visit Other Schools for Professional Purposes Article XIV.E, page 26</p>	<p>1 day</p>	<p>Yes. Request made in writing to Superintendent. If approved, record in attendance system under "PROFESSIONAL DAY"</p>	<p>Yes. Professional purposes mutually agreed upon by teacher and supervisor. Record reason in attendance system under "NOTES TO ADMINISTRATOR"</p>
<p>Leave to Attend Meeting or Conferences of an Educational Nature Article XIV.F, page 26</p>		<p>Yes. Upon approval of Superintendent. If approved, record in attendance system under "PROFESSIONAL DAY"</p>	<p>Yes. Record reason in attendance system under "NOTES TO ADMINISTRATOR"</p>
<p>Religious Holiday Article XIV.G, page 26,</p>	<p>Up to 3 days</p>	<p>Yes. Request to Superintendent as soon as known; Record in attendance system under "RELIGIOUS"</p>	<p>Provide religious holiday under "NOTES TO ADMINISTRATOR"</p>
<p>Additional Leave Without Pay Article XIV.I, page 26</p>		<p>Yes. Application for leave shall be made as far in advance as possible and ordinarily at least 48 hours in advance. Approval not guaranteed.</p>	<p>Yes. See Superintendent's Notice to Staff, August 2017. "Reason should be beyond the employee's control (out of state wedding, graduation, funeral, etc.). Please do NOT make any plans/reservations until your request is approved"</p>