

EAST CENTRAL CENTER FOR EXCEPTIONAL CHILDREN
LEAVE REQUEST

PERSONAL LEAVE

Personal leave may be granted for up to five days (either individual or cumulative) providing the request is made three days in advance of the date to be missed.

PROFESSIONAL LEAVE

- 1. Professional leave may be granted at any time at no loss of pay if it is approved in advance by the Director.
- 2. Expenses may be paid by the district.

EMERGENCY LEAVE

Three days of non-accumulative emergency leave shall be granted with no loss of pay.

SICK LEAVE

May also be used for bereavement leave.

I request the following type of leave:

Date(s) of leave: _____ Half day _____ Whole day _____
 _____ Vacation A.M. _____
 P.M. _____

_____ Sick Leave

_____ Personal Leave

Total Days Claimed _____

_____ Emergency Leave

_____ Professional Leave (please list a brief description of the function you will be attending). Location of workshop _____

I am requesting that professional leave expenses are reimbursed in the following manner:

- _____ Continuing education credits stipend (\$120.00 maximum)
- _____ Workshop stipend (one in-state workshop per negotiated agreement)
- _____ Expense reimbursement for professional leave at unit request

Date of request

Applicant's Signature

THE DIRECTOR OF EAST CENTRAL CENTER HAS:

_____ Approved the request _____ Approved the expenses

_____ Denied the request _____ Denied the expenses

Date Approved

Director's Signature