

# Maine School Administrative District #49

Albion ♦ Benton ♦ Clinton ♦ Fairfield

## PERSONAL LEAVE REQUEST – Ed. Tech I

To: Building Principal/Director,

School:

Albion

Benton

Clinton

Fairfield Primary

Lawrence Junior High

Lawrence High

Other: \_\_\_\_\_

Requested Day (s): \_\_\_\_\_

Ed. Tech's Printed Name: \_\_\_\_\_

Ed. Tech's Signature: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Principal/ Director:	Recommendation: Approve <input type="checkbox"/>	Deny <input type="checkbox"/>
	Substitute Needed: Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Principal's Signature: _____	Date: _____
	Director's Signature _____	Date: _____

Superintendent's Office:	Approved: _____	Denied: _____
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**Article VI B. of the agreement between Ed. Tech I's and School Directors reads:** "One personal day per year, in accordance with existing Board policy, shall be granted for personal business, subject to the following requirements

- i. Prior notification to the employee's immediate supervisor of at least seven days shall be required, except in case of a bona fide emergency. The notification shall state the reason for the leave.
- ii. Personal business days shall only be granted for pressing personal business which cannot be scheduled and transacted after regular working hours.
- iii. Personal days shall not be taken immediately preceding and following school holidays and vacations and shall not be used for profit making, recreational, or vacation-like activities of any kind.