Maine School Administrative District #49

Albion ◆ Benton ◆ Clinton ◆ Fairfield

Personal days will be granted on a first come basis in the Superintendent's Office.

PERSONAL LEAVE REQUEST – TEACHER

To: Building Principal, School:

- Albion ☐
- Benton ☐
- Clinton ☐
- Fairfield Primary ☐
- Lawrence Junior High ☐
- Lawrence High ☐
- _____ ☐

Requested Day (s): _____

Teacher's Printed Name: _____

Teacher's Signature: _____

Date Submitted: _____

Principal:	Recommendation: Approve ☐ Deny ☐ Substitute Needed: Yes ☐ No ☐ Principal's Signature: _____Date: _____
Superintendent's Office:	Approved: _____ Denied: _____

Article XVI C. of the agreement between Teachers and School Directors reads: "Each teacher shall be allowed up to three (3) days of personal leave. Except in emergencies, the teacher taking this leave shall give his/her appropriate principal written notice of his/her intention to take this leave at least three (3) days in advance of the day he/she proposes to be absent. Such leave shall not be cumulative, and shall be deducted from sick leave. All requests for leave shall be answered at least twenty-four (24) hours prior to the day requested. In no event will the number of teachers taking personal leave exceed four (4) on any given day except that the Superintendent may extend this number at his/her discretion."

Revision: 8/2018