

**MINGO COUNTY SCHOOLS
Claim for Personal Day**

Name of Employee _____ Position _____

School/Location _____ Employee ID# _____

I hereby apply for _____
Date (s) of Absences or Request

As a personal day(s) under Policy 3431 of the Mingo County Board of Education. See personal days regulations on the reverse side of this form.

If less than twenty-four hours advance notice was given, state below the sudden or unexpected circumstances preventing the request from being filed within the twenty-four hour limitation period:

I, the undersigned, do solemnly swear or affirm under penalty of law, that the information on this form is accurate, truthful and complete to the best of my knowledge.

Date _____ Signed _____

SUBMIT TO IMMEDIATE SUPERVISOR OR PRINCIPAL

<p>TWENTY-FOUR HOUR ADVANCE NOTICE (WAS / WAS NOT) GIVEN (CIRCLE ONE)</p>
APPROVED _____ DATE _____ TIME _____ (Signature)
DISAPPROVED _____ (Signature)
REASON 1. Above 15% Regulation REASON 2. Not a sudden or unexpected circumstance REASON 3. Consecutive days may not be used during last week of school REASON 4. Consecutive days may not be used preceding or following any legal holiday
If twenty-four hours notice has been given, a copy should be given to the employee upon signature of supervisor and a copy included with payroll. If less than twenty-four hours notice was given, must be forwarded to Superintendent/designee for approval.
LESS THAN TWENTY-FOUR HOUR NOTICE APPROVAL
DATE _____ PRINCIPAL'S SIGNATURE _____

PERSONAL DAYS

Three personal days per year may be taken without regard to the cause for the absence, provided the following criteria are followed:

- A. That notice of such leave shall be given to the employee's principal or immediate supervisor, as the case may be, at least twenty-four hours in advance except that in the case of sudden and unexpected circumstances, such notice shall be given as soon as reasonable practicable. If the principal or supervisor cannot be reached, contact the Superintendent/designee for approval.
- B. The request shall be denied if more than fifteen percent of the employees, or major fraction thereof, or three employees, whichever is greater, under the supervision of the principal or immediate supervisor, as the case may be, have previously notified the principal or immediate supervisor, of their intention to use that day for such leave.
- C. Personal day(s) may be taken on consecutive work days within the following regulations:
 - 1. Consecutive days may not be approved during the last week of school.
 - 2. Consecutive days may not be approved preceding or following a holiday.
- D. The employee shall request approval for such leave without stating a cause by completing personal leave form and submitting to his/her principal or immediate supervisor, as the case may be, at least twenty-four hours in advance. If the personal leave form was not filed in advance, the employee shall complete the form within two days after returning to work and submit to the principal or supervisor. The principal or immediate supervisor will approve or deny in writing in accordance with Policy 3431.
- E. If the request is submitted less than twenty-four hours in advance, the employee must complete the personal leave form and submit to his/her principal or immediate supervisor, as the case may be, and must explain the sudden and unexpected circumstances preventing the request to have been filed within the twenty-four hours prior limitation period. All requests filed with the principal or immediate supervisor, as the case may be, less than twenty-four hours in advance are required to have the approval of the principal or immediate supervisor and the Superintendent/designee upon the employee's return.

All leave for personal days shall be charged against the employee's total allowable number of days. All approvals are subject to an allocation of days for that purpose actually be available. Personal days are not cumulative from year-to-year.