

CLAREMORE PUBLIC SCHOOLS

PERSONAL LEAVE NOTICE

Each teacher will be granted three (3) days personal leave during each school year without loss of pay. Those three (3) days are permitted to be used in whole or half without restriction or limitation.

Upon notice to the immediate supervisor of intent, the leave shall be granted, without reason or explanation required. Written notice may be given up to 24 hours following the date of leave taken.

The personal leave shall not be cumulative from one school year to the next. Any of the district-provided, unused personal leave days may be sold back to the district or rolled into additional accumulated sick leave.

Personal leave cannot be taken one day before or after the following holidays: Labor Day, Thanksgiving Break, Christmas Break, Spring Break, or Memorial Day. If it becomes necessary to take one of the district-paid personal days one day before or one day after one of these holiday, then the personal day reverts to the statutory concept of a personal business day and must meet the restrictions that apply to a personal business day.

Two (2) additional days of Personal Business Leave are available to each teacher at the substitute deduct rate (based on the rate paid to substitutes who have worked for more than five (5) days for Claremore Public Schools during the school year). Prior approval from the superintendent must be obtained before personal business leave may be taken. These days may not be purchased by the district nor can they be considered cumulative. (See "Personal Business Leave" form)

I give notice of personal leave for _____
month day year

Teacher's Signature _____ Date _____

Principal's Signature _____ **Date** _____

Conjies:

Original District

Original. Discrep.

Copy: Teacher