

**Perry-Hocking Educational Service Center  
Leave of Absence Request Form**

Name \_\_\_\_\_ Position \_\_\_\_\_

School/Location \_\_\_\_\_ Date \_\_\_\_\_

I request leave for \_\_\_ day(s) beginning at \_\_\_\_\_ on \_\_\_\_\_ and  
(time) (date)  
ending \_\_\_\_\_ on \_\_\_\_\_ for the reasons described below:  
(time) (date)

\*\*\*\*\*  
\*\*\*\*\*

**Sick Leave**

*Check One, Where Applicable*

- \_\_\_\_ Personal illness
- \_\_\_\_ Personal injury
- \_\_\_\_ Illness of injury to the immediate family  
Relationship \_\_\_\_\_
- \_\_\_\_ Death in family  
Relationship \_\_\_\_\_
- \_\_\_\_ Other (Explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other Leave**

*Check One, Where Applicable*

- \_\_\_\_ Jury Duty
- \_\_\_\_ Vacation
- \_\_\_\_ Leave Without Pay
- \_\_\_\_ Military Leave
- \_\_\_\_ Maternity Leave
- \_\_\_\_ Compensation Time Leave
- \_\_\_\_ Other Leave of Absence  
(Explain) \_\_\_\_\_  
\_\_\_\_\_

\*See back of this form for Board Policy regarding use of Sick Leave.

A physician's statement should accompany this form when applicable.

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Both Certificated and Non-Certificated employees shall be granted three days for personal leave which shall be restricted to the reasons listed on the back of this form. Personal leave is not cumulative. All requests except emergencies must be submitted at least one week before the requested date.

\_\_\_\_ Personal Leave Reason \_\_\_\_\_  
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\*\*\*\*\*

**Professional Leave**

State Reason for Leave: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location of Meeting or School: \_\_\_\_\_ Cost: \_\_\_\_\_  
Attach requisition(s) with an estimate of expenses (mileage, registration, meals, lodging)

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Five (5) days notice, whenever possible, should be given on personal and professional leave requests.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Superintendent \_\_\_\_\_ Date \_\_\_\_\_

## **Sick Leave**

The Board recognizes its statutory duty to pay employees of this Service Center District in full for days on which they are absent from work for reasons of personal disability or pregnancy, and illness, injury or death in the employee's immediate family.

All employees of the Service Center District eligible for sick leave not otherwise covered by the terms of a negotiated agreement shall receive 15 such sick leave days annually at the rate of one and one-quarter a month. Unused sick leave shall be cumulative up to 210 days. Regular part-time employees shall be entitled to sick leave in proportion to the time actually worked.

The Board shall accept by transfer the accumulated sick leave up to 180 days which any new employee has acquired in another position of public service in Ohio, provided that the last termination of such service shall have been within the last ten years.

New employees shall be credited with five days sick leave in advance which shall be part of the fifteen days that can be accumulated for the year.

A. **Use of Sick Leave** - Sick leave may be used for the following:

1. For absence of the employee due to personal illness, injury, pregnancy, medical or dental related appointments, or exposure to a contagious disease which could be communicated to other employees or to students.
2. For absence of the employee due to illness or injury of someone in the employee's immediate family. In this section the employee's immediate family is defined to mean a member of the immediate family of the employee residing in the home of said employee and shall also include the employee's parents, brother, sister, son, or daughter.
3. For absence due to the death in the immediate family of an employee. In this section the immediate family of an employee is defined to mean the father, mother, brother, sister, son, daughter, husband, wife, grandmother, grandfather, father-in-law, mother-in-law, brother-in law, or sister-in-law and any other relative of the employee as approved by the Superintendent.

The exact number of days granted shall be determined by family relationship and the circumstances surrounding the death.

**Ref: Governing Board Policy #3432 and #4432**

## **Personal leave days are restricted to the following reasons:**

1. An act of nature or an accident that disrupts utility service, plumbing, heating, or so damages the hours that a condition is created that is hazardous or potentially hazardous to the welfare of the employee and or the family and must be corrected without undue delay.

2. For religious observances.
3. Graduation of self, spouse, or son or daughter from college.
4. For mechanical failure of automobile or other vehicle.
5. For personal business that cannot be arranged for transaction outside of teaching hours.
6. Marriage of self, son or daughter.
7. For appearance in court.
8. As a recipient of an award.
9. Any other reason which meets with the approval of the Superintendent.

Final approval of the leave will be determined by the Superintendent.

**Ref: Governing Board Policy #3436 and Policy #4436.**