

Region IX Education Cooperative Leave Request Form

General Information						
First Name:		Last Name:				
Date of Request		Program: Check Please				
		<input type="checkbox"/> EDS	<input type="checkbox"/> DS	<input type="checkbox"/> Career	<input type="checkbox"/> LCHS	<input type="checkbox"/> SBHS
		<input type="checkbox"/> Fiscal	<input type="checkbox"/> Admn.	<input type="checkbox"/> Other		

Approved Leave Request * must be requested and approved prior to leave, except in case of emergency						
Category/Dates	Monday	Tuesday	Wednesday	Thursday	Friday	Subtotal
Leave Requested: (in hours)						
Vacation Requested: <u>12 Month Employees Only</u> <u>*251+ days contract</u>						
Total						
Explanation:						
Employee Signature:				Date:		
Supervisor Signature:				Date Granted:		

Original Copy – Human Resource Manager

Copy - Supervisor

Revised 08/08

211 Employee Leave Benefits

All leave benefits are limited to permanent full-time employees and to permanent part-time employees who work at least twenty (20) hours weekly for six (6) months or more. Leave benefits do not apply to occasional or temporary employees such as substitutes, student workers, hourly-rate service providers, or employees hired to complete short-term projects.

Except in cases of illness or emergency, all leave must be requested in advance and approval granted by the executive director or program supervisor before leave is taken. In approving leave requests, the executive director will consider both the employee's need for leave and the REC's purpose to provide efficient services to its member districts. In cases of illness or emergency, the REC Human Resource office is to be contacted as soon as possible. Also, staff members providing services in school districts must inform the districts of absences. Any changes in staff assignment and schedule must have written approval by the REC IX director.

An employee claiming sick leave who is absent more than four consecutive working days shall submit a doctor's certificate attesting to said illness if such is requested by the executive director. If at any time the executive director has reason to suspect the abuse of sick leave benefits, i.e., an employee who misses the day before or after a weekend on a regular basis, etc., the director may request a doctor's certificate. If at any time there is a question as to the ability of an employee to perform one's assigned responsibilities, the REC IX will require an examination by a REC IX appointed doctor; the REC IX will pay for such a required examination.

2110 Short Term Leave and Absences

Leave is allowed for:

1. Personal illness of the employee or someone in the immediate family;
2. Death in the immediate family or other relative;
3. Arranging for hospitalization or nursing care for member of immediate family;
4. To attend funerals;
5. Buying or selling of property;
6. Attending weddings of immediate family or member of a wedding party;
7. Participation in litigation;
8. To enroll children in college and/or attend their graduation exercises;
9. Emergency situations;
10. Leave for jury duty or other required civic duty will be granted. This leave will not diminish personal or sick leave entitlement.
11. Leave for educational conferences, conventions, or in-service training will be granted by the executive director for other justifiable reasons. This leave will not diminish personal or sick leave entitlement.
12. The actual period of temporary disability connected with childbearing or recovery there from as defined below:
 - a. The natural mother may use accumulated sick leave for the actual period of temporary disability caused or contributed to by pregnancy and childbirth.
 - b. The natural father may request sick leave to care for the mother and newborn infant during the natural mother's period of temporary disability. Since there is no certainty as to when disability actually begins and ends, a doctor's certificate or other acceptable proof shall be required verifying the employee's period of temporary disability. At the request of the executive director, the employee may also be asked to provide a doctor's verification of any significant or continuing pre-delivery absences.
13. Adoption of a child under five years of age, limited to 30 days for each parent;
14. Medical appointments of the employee or employee's immediate family.

2112 Personal Leave

Twelve-month full-time REC IX employees on a 261-day contract are allowed one (1) day personal leave per contract year without deduction in salary upon advance approval of the executive director. Part-time 261-day employees who work at least 20 hours weekly are allowed personal leave on a pro-rated basis (part time 261-day employees working at least 20 hours weekly are allowed $\frac{1}{2}$ personal days yearly). Any additional days requested for personal leave and approved by the executive director shall be charged to the employee by deduction from the last paycheck of one (1) day's salary for each day of absence, i.e., full-time employees on a 261-day contract will be charged $\frac{1}{261}$ of their contract salary.

Personal leave must be requested one week in advance. Personal leave cannot be taken on mandatory in-service days and may not be used to fulfill the last day of a contract.