



# BHEA REQUEST FOR PERSONAL LEAVE

Name \_\_\_\_\_ Today's Date \_\_\_\_\_  
(Please Print Clearly)

Position \_\_\_\_\_ Building \_\_\_\_\_

Date Requested \_\_\_\_\_

Use of three (3) days per year from current leave days may be used as Personal Days as follows:

- a) The use of a personal day does not require a written statement by the teacher giving the specific reason for using the personal day. However, if a teacher requests use of a personal day during one of the time periods outlined in sections (b) and (c) below, the teacher may be requested to set forth a specific reason for the leave.
- b) The use of two or more consecutive personal days, including the days Thursday through Tuesday, may not be used in connection with a weekend. Approval for use of such days may be granted for special circumstances.

**Reason:** \_\_\_\_\_  
\_\_\_\_\_

- c) Personal days may not be used for extended vacations. Accordingly, personal days cannot be utilized on a day immediately before or after a holiday, vacation, or beginning or end of the school year. Approval for use of such days may be granted for special circumstances.

**Reason:** \_\_\_\_\_  
\_\_\_\_\_

- d) Use of personal days is subject to the approval of the immediate supervisor and the Assistant Superintendent for Personnel.

\_\_\_\_\_  
**Employee Signature**

Approved

Denied  Reason: \_\_\_\_\_  
\_\_\_\_\_

**Supervisor Signature** \_\_\_\_\_

Approved

Denied  Reason: \_\_\_\_\_  
\_\_\_\_\_

**Assistant Superintendent  
Human Resources & Labor  
Relations Signature** \_\_\_\_\_

**Copies:** Human Resources - Employee - Supervisor