

NEOGA COMMUNITY UNIT SCHOOL DISTRICT #3

Today's Date _____

Employee _____

Sick

Sick Day Funeral

Personal Day

Professional

Date(s) Requested _____

SICK DAY FUNERAL (NON IMMEDIATE FAMILY) REQUEST

At the discretion of the Superintendent, employees can be allowed to use sick days for funerals other than those in the immediate family.

PERSONAL DAY REQUEST

Employees must submit their request for approval or denial, in writing, to their immediate supervisor, at least two (2) days prior to the use of a personal day when possible. The use of personal days shall not be permitted on the day before or the day after holidays or vacation days or in conjunction with any holidays or vacation days, or on institute days, workshop days, or during the first two (2) weeks or last two (2) weeks of the school term.

No more than two (2) teachers per building may be granted personal days on the same day. The administration may also restrict the number of educational support personnel personal days granted on the same day. Personal day requests may be granted in one half day or full day increments only.

PROFESSIONAL MEETING LEAVE REQUEST

Meeting _____

Meeting Place _____

Estimated Expenses:

Auto _____ miles at _____ Total \$ _____

Meals _____ Total \$ _____

Motel/Hotel _____ nights at _____ Total \$ _____

Other _____ Total \$ _____

Total Estimated Expenses \$ _____

Comments: _____



Account _____

Approved _____

Denied _____

Date _____

Signature of Principal

Approved _____

Denied _____

Date _____

Signature of Superintendent