

Bluford Community Consolidated School

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PERSONAL BUSINESS LEAVE FORM

CONTRACTUAL LANGUAGE FOR PERSONAL BUSINESS LEAVE

At the beginning of each school year, each employee shall be credited with 2/3 days to be used for personal business. A personal business day may be used for any purpose at the discretion of the employee. An employee planning to use a personal business leave day or days shall notify his/her principal/supervisor at least (3) days in advance, except in cases of emergency. Personal business leave days shall be available for the practice of individual religious preferences. Unused personal business days shall be reimbursed at established substitute pay rate.

This form must be submitted by at least three days prior to the date of the requested leave. In cases of emergencies, the form should be submitted upon returning to work.

Date _____

Employee _____

Date of Leave _____

The superintendent will sign below and return one copy to the employee.

Superintendent _____