

Hamilton County Schools
3074 Hickory Valley Road
Chattanooga, Tennessee 37421

Request for Personal Leave

Date submitted: _____

Name: _____

School: _____

Learning Community: _____

Date(s) requested: _____

Sub required: Yes No Job number: _____

Employee Signature

Principal Signature

Approved: Yes No

Subject to the following conditions, personal leave may be taken at the discretion of the employee:

1. Except in emergency, each employee shall give the principal at least one (1) day's notice in writing of intent to take leave;

2. The prior written approval of the Principal shall be required under the following conditions:

a. If more than ten percent (10%) of the teachers in any given school request its use on the same day; however, on making this calculation any major fraction shall be considered as one (1); and in schools of five (5) teachers or less, one (1) teacher may take personal leave at his/her discretion;

b. If requested during any prior established student examination period;

c. If requested on the day immediately preceding or following a holiday or vacation period.

d. If requested for day(s) scheduled for professional development or in-service training; or

e. If requested for day(s) scheduled for parent-teacher conferences.

Personal leave shall be taken and charged in at least one-half (1/2) day increments.