

**TWINSBURG CITY SCHOOL DISTRICT**  
**Twinsburg, Ohio**  
**CLASSIFIED EMPLOYEE**  
**APPLICATION FOR PERSONAL BUSINESS LEAVE**

PROCEDURE: Declaration of need for personal leave shall be made three (3) days prior to the day for which the leave is requested, except in the case of emergencies. APPLICATION FOR PERSONAL BUSINESS LEAVE MUST BE MADE TO THE BUILDING PRINCIPAL OR SUPERVISOR.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Assignment: \_\_\_\_\_ Building: \_\_\_\_\_

Day of Requested Personal Business Leave: \_\_\_\_\_

Date of Requested Personal Business Leave: \_\_\_\_\_  All Day  AM  PM

Application for Personal Business Leave shall be approved for the reasons listed below:

1. To appear in court either as litigant or witness.
2. To sign official papers dealing with a major transaction.
3. For graduation of employee's husband, wife, children, (step-children).
4. To attend graduation ceremonies of other members of the immediate family.
5. To attend a marriage ceremony in the immediate family.
6. To adopt a child when employee is required to appear before a welfare board or court.
7. Employees using personal leave to attend to personal business that cannot be handled during non-working hours. hours gives the Superintendent or Designee the right to ask the employee the nature of the business.

- REASON: \_\_\_\_\_
8. For the practice of individual religious preferences. In addition, employees may take days without pay to fulfill these obligations.

Personal Business Leave **may not** be used:

1. To attend matters which may be handled during non-working hours.
2. To pursue outside financial gain or employment

Personal Business Leave **shall not** be granted:

1. During first or last week of regularly scheduled classes for students.
2. Preceding or following any regularly scheduled school holiday or vacation period, or any school recess.
3. Preceding or following all or part of employee's regularly scheduled vacation period.
4. During parent/teacher conference day(s) and school building open house.
5. During in-service days for classified employees.

Principal/Supervisor Signature \_\_\_\_\_

DATE \_\_\_\_\_

Superintendent/Designee Signature \_\_\_\_\_

DATE \_\_\_\_\_