

MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 75
50 REPUBLIC AVENUE
TOPSHAM, ME 04086

TEACHER'S REQUEST FOR EARNED PAID LEAVE

A teacher who is employed in M.S.A.D. No. 75 will be allowed five (5) full days per year **without justification** for legal, business, household, family, and religious matters (other than religious holidays) that cannot be conducted at times other than school hours. Earned Paid Leave cannot include matters for which the teacher receives remuneration. Allowance for said days shall be discretionary with the Superintendent, and their decision shall be final except that no request shall be unreasonably denied. It is the policy of the District that Earned Paid Leave shall not be taken on days preceding or following school vacations and holidays. However, the District understands that there are occasions of emergency and of family matters of significant importance for which scheduling is out of control of the teacher. In such instances, the Superintendent may grant exceptions to the above, always balancing the needs of the District with those of the teacher. Earned Paid Leave days shall be in addition to sick leave.

Requests for leave shall be submitted to the Superintendent five (5) working days in advance on the agreed-upon form. In an emergency situation the teacher will immediately contact the Superintendent of Schools. Any abuse of this policy will result in a forfeiture of pay at the teacher's per diem rate.

Date submitted: _____

I request personal leave as allowed under the terms of the Negotiated Agreement.

Date(s) of leave to be taken: _____

Teacher's Name (Please Print) _____

Teacher's signature: _____

Principal's signature: _____

_____ **Days available prior to request**

_____ **Approved** _____ **Not Approved**

_____ **Superintendent's Signature**

Note: If a copy is desired for reference by the administrator initiating this form, it should be copied prior to submitting the form to Human Resources. No copies of the form are distributed after completion by all signatories. The original is retained by Human Resources for 5 years.