



# BELLEVILLE AREA SCHOOL DISTRICT

## PERSONAL LEAVE REQUEST

In accordance with the current BAEA Collective Bargaining Agreement, Article 12, Section E:

“Employees may not use more than four (4) consecutive personal leave days unless special permission is granted by the Superintendent.”

Request must be made at least one week in advance, except in case of emergency.

.....  
Employee Name: \_\_\_\_\_ Location: \_\_\_\_\_

Dates Requested: \_\_\_\_\_ # of Days Requested: \_\_\_\_\_

Reason for Request: \_\_\_\_\_  
\_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR will return approved request to Supervisor. Supervisor will return to Employee.

.....  
*For Human Resources Use Only*

Requested Personal Days Available \_\_\_\_\_

Balance Remaining: \_\_\_\_\_