

**STOW-MUNROE FALLS CITY SCHOOLS
REQUEST FOR VACATION/COMPENSATORY TIME
AND/OR PERSONAL LEAVE DAY**

NAME _____ DATE OF REQUEST _____

BUILDING _____ NUMBER OF WORK DAYS TO BE ABSENT _____

Check if a substitute is needed _____ Scheduled hours substitute is needed _____

I am requesting the following date(s) for vacation/comp time/personal leave:

MARK THE DATES ON THE LINES PROVIDED BELOW. EACH DATE SHOULD BE SEPARATE AND MUST INCLUDE THE NUMBER OF HOURS USED EACH DAY:

Example: Jan. 31, 2007 4 Hours ½ day

Vacation : _____

Comp. Time _____

Personal Leave _____

(Office use): Number of personal days used this year prior to this request: _____

I am requesting the following date changes for previously scheduled vacation:

Scheduled for _____ change to _____

Approved _____ Denied _____

Principal/Supervisor Signature/Date

Approved _____ Denied _____

Director of Human Resources Signature/Date

Approved with pay? Yes ___ Denied ___

Superintendent/Business Manager Signature/Date

(OVER)

Vacation: 10.01 Paid vacation time is earned by all eleven (11) and twelve (12) month MBUs. These MBUs may take their vacation any time during the year, with prior approval of the Supervisor involved. Vacation time will be accrued monthly and may be utilized as earned.

Compensatory Time: 8.07 A. In lieu of receiving extra compensation for overtime during a pay period, an MBU may elect compensatory time off computed at the same rate that overtime status is computed in Section 8.05. B. Should an MBU elect to take compensatory time off in lieu of pay, the MBU must designate compensatory time on his/her time card (or by electronic means as electronic means become available). A maximum of five (5) compensatory days may be accumulated each six (6) months, January – June and July – December. C. At the end of each quarter period, unused compensatory time will be paid at the rate at which it was earned, or may be converted into Sick Leave. Sick Leave conversion from compensatory time must be requested, in writing to the Treasurer's Office, prior to the end of the quarter. D. An MBU wishing to utilize compensatory time must submit in writing his/her request five (5) workdays prior to the desired day for compensatory time, except in cases of urgency or when the MBU could not predict the need five (5) days in advance. Less than five (5) days' notice requires explanation of use and Immediate Supervisor approval.

Personal Leave Days: 7:05 A. All regular MBUs will be granted three (3) unrestricted Personal Leave days, per July 1 – June 30 year, without loss of pay or deduction from Sick Leave B. Prior written notice of intent to use such leave shall be submitted as far in advance as possible. When unusual circumstances make it impossible to notify in advance, the notification shall be made orally in person, by telephone, or by other means, and then confirmed at the earliest practicable time. C. Personal Leave Conversion - Personnel Leave that was not used during the July 1 – June 30 period will be converted to Sick Leave on a 1:1 basis at the beginning of the next fiscal year. Personal Leave that has been converted to Sick Leave cannot be changed back to Personal Leave. D. Personal leave may not be taken the day before or after a holiday, summer recess or the last full week prior to winter break or from May 25th until the last student day.