

SOUTH LANE SCHOOL DISTRICT 45J3

455 Adams Avenue

Cottage Grove, OR 97424

(541) 767-3573

Principal or Supervisor: \_\_\_\_\_

I request personal leave on: \_\_\_\_\_  
Date(s)

CONDITIONS

1. No leave shall be granted unless a substitute is available except in the case of an emergency.
2. No leave shall be available in the event of a declared emergency. "Acts of God", fires, work, stoppages, and other events of a similar nature shall constitute an emergency.
3. The employee shall give two (2) days advance notice when leave is desired unless circumstances beyond his/her control prevent such advance notice. The District shall have the right to deny any leave that is requested less than two (2) days in advance unless due to circumstances beyond his/her control, the leave could not reasonably have been requested earlier. Except in cases of emergency, no leave shall be allowed for the day immediately before or after a vacation or holiday.
4. Unpaid leave MUST be pre-approved through the Human Resources Dept. Criteria by which the Unpaid Leave request shall be judged as per SLEA Contract: Article 8, Section A are as follows:

- The employee leave shall not negatively affect the program of the school to which the employee is assigned, nor of the District as a whole.
- A substantial basis for the request is not to seek permanent employment with another employer.
- The employee is not on a "plan of assistance" at the time the request was received.
- The employee has been employed by the District for three (3) years prior to the time the leave is to commence.

Staff Name: \_\_\_\_\_

Date submitted: \_\_\_\_\_

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455 Adams Avenue

Cottage Grove, OR 97424

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TO: \_\_\_\_\_

Your request for personal leave on \_\_\_\_\_ is approved or is not approved  
(circle one).

Additional information:

\_\_\_\_\_  
\_\_\_\_\_

Principal or Supervisor: \_\_\_\_\_

Human Resources: \_\_\_\_\_

Date Approved: \_\_\_\_\_

\_\_\_\_\_