

APPENDIX D

NOTICE TO USE A ONE-DAY LEAVE WITH PAY

TO:

(BUILDING PRINCIPAL/DEPT SUPERVISOR)

I INTEND TO TAKE A ONE-DAY LEAVE WITH PAY ON

THIS LEAVE IS TO BE USED TO CONDUCT PERSONAL BUSINESS, WHICH CANNOT BE SCHEDULED AT A TIME OTHER THAN DURING MY SCHEDULED WORK HOURS.

IF THIS DAY IS IN THE FIRST OR LAST WEEK OF A SEMESTER OR THE DAY BEFORE OR AFTER A HOLIDAY OR VACATION, THE PRINCIPAL NEEDS TO APPROVE EMERGENCY USE BELOW.

I INTEND TO TAKE A FLOATING HOLIDAY ON

(MUST HAVE ACCUMULATED 100 SICK DAYS AS OF LAST JUNE 30).

IF THIS DAY IS IN THE FIRST OR LAST WEEK OF A SEMESTER OR THE DAY BEFORE OR AFTER A HOLIDAY OR VACATION, THE PRINCIPAL NEEDS TO APPROVE EMERGENCY USE BELOW.

EMPLOYEE NAME

EMPLOYEE SIGNATURE

DATE SIGNED

APPROVED

AS EMERGENCY

PRINCIPAL/SUPERVISOR SIGNATURE

DATE APPROVED

COMMENTS/NOTES: