

Ithaca CSD Employees Association

Leave Request Form

Leave dates requested _____

Please indicate the type of leave by marking the box at the left.

Personal Business Employees shall be allowed three (3) days each year, not to be accumulated, without prejudice as to salary, for personal business, which cannot be conducted other than during working hours and which shall incorporate no recreational aspects. Such leave may not be taken the work day prior to or the work day immediately following any vacation day or holiday. Requests for personal business leave shall be submitted as early as possible through the immediate supervisor for approval, but no reason therefore shall be given or required. Personal business days shall not be charged to an employee's sick leave or vacation time. No employee shall work for wages on a personal business day. Unused personal leave shall be added to the accumulation of unused sick days at the end of each fiscal year.

Vacation Annual vacation shall not be restricted to the summer months, but may be taken at any time of the year which is not detrimental to the department in which the employee works. In the event of a conflict in the choice of vacation days, preference will be given to the person with the most seniority. If any allowable holiday is observed during the employee's vacation period an additional day of vacation shall be granted the employee on vacation.

Family Leave All employees shall be eligible to take a leave of absence not to exceed five (5) days in any one year, without prejudice as to salary, on the occasion of a death or serious illness in the family. There shall be no accumulation of family sick leave. Unused family sick leave shall be added to the accumulation of unused sick days at the end of each fiscal year.

For the purpose of this contract, "Family" shall be defined as including the following relatives of the employee: relative residing in the employee's home, spouse, mother, father, child, sister or brother, mother-in-law, father-in-law, foster child, sister-in-law, brother-in-law, son-in-law, or daughter-in-law. In an instance of death, grandchild shall be added to the definition of family.

Court Attendance Any employee who is required to appear in court, either as a juror, or a non-party subpoenaed witness shall be granted leave with full pay minus any amounts paid him/her by the court with the exception of meals, lodging and travel expenses for all days for which he is required to appear in court.

This request is in accordance with contract regulations governing the above request.

Employee Signature

Date

Supervisor Signature

Date

Payroll Copy - YELLOW

Employee Copy - PINK

Supervisor Copy - WHITE