Beautiful Plains School Division

Teacher Request for Personal/Extra Curricular Leave

If personal leave or extra curricular leave is needed, please contact your principal at least five days in advance. Then complete this form, present it to the principal for his/her consideration and have the principal forward a copy to the Division Office.

Teacher's Name:	**School:**

I hereby request personal leave as follows:

Date of Leave:

I request that the leave be:

_____
(no. of days)

Personal Leave Day
(two days per school year – see Agreement Article 7.07 for details)

_____
(no. of days)

Extra Curricular Leave (attach Log of Extra Curricular Hours)
(up to three days per school year – see Agreement Article 6.04 for details)

_____
(no. of days)

Other Leaves
(Religious Holiday Leave– see Agreement Article 7.08 for details)
(Indigenous/Spiritual Leave – see Agreement Article 7.09 for details)
(Examination Leave – See Agreement Article 7.11 for details)

Applications for leave not covered by the Collective Agreement require Board approval.

_____ _____
Employee Signature ***Date***

_____ _____
Supervisor/Principal Signature ***Date***