



# 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.

<b>Teacher's Name:</b>	<b>School:</b>
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I hereby request personal leave as follows:

<b>Date of Leave:</b>
<b>Reason for Personal Leave:</b>

I request that the leave be:

\_\_\_\_\_ **Without deduction of substitute costs**  
*(no. of days) (two days per school year – see Agreement Article 11.04 for details)*

\_\_\_\_\_ **With deduction of substitute costs**  
*(no. of days) (one day per school year – see Agreement Article 11.04 for details)*

\_\_\_\_\_ **Extra Curricular Leave (attach Log of Extra Curricular Hours)**  
*(no. of days) (up to two days per school year – see Agreement Article 21. for details)*

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

_____	_____
<b>Employee Signature</b>	<b>Date</b>
_____	_____
<b>Supervisor/Principal Signature</b>	<b>Date</b>