



**MONTGOMERY COUNTY PUBLIC SCHOOLS
HUMAN RESOURCES DEPARTMENT
REQUEST FOR PERSONAL LEAVE
WELLNESS LEAVE and/or
UNPAID LEAVE**

INSTRUCTIONS: Please submit your *personal* and *wellness leave* requests to your principal or immediate supervisor at least 48 hours prior to the expected absence. Approved *personal* and *wellness leave* requests should be maintained by your supervisor. All *unpaid leave* requests should be forwarded directly to the Human Resources Department upon approval by immediate supervisor at least fifteen (15) days prior to the expected absence.

Section I (To be completed by employee requesting leave)

NAME _____ DATE _____

POSITION _____ LOCATION _____

Request is made for my personal leave days(s) on _____

Request is made for my wellness leave day(s) on _____

Request is made for unpaid leave on _____

REASON FOR UNPAID LEAVE: _____

NOTE: Leave on in-service days or immediately before or after a holiday or vacation may be requested, for reason, but must be approved by the superintendent of schools or designee. See Policy 5-7.5 for further information.

Reason for leave request: _____

Name of Substitute (required): _____

Please indicate: _____ one-half day(s) _____ full day(s)

Signature of Employee: _____ Date: _____

Section II (To be completed by immediate supervisor)

Date application received: _____

The above application for leave is: _____ APPROVED _____ DISAPPROVED

Comments: _____

Signature of approving site official: _____ Date: _____

Director of Elem Ed/Director of Sec Ed

Date

Superintendent or Designee

Date

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Policy: 5-7.5 (excerpts)

Personal Leave

All full-time salaried employees who qualify for the Virginia Retirement System along with hourly employees, regularly employed for twenty (20) hours per week or more, shall submit a written request for intended absence to their principal or to their immediate supervisor at least forty-eight (48) hours prior to the expected absence. No specific reason for such personal leave shall be required or solicited. In case of emergency, the appropriate school official shall be notified prior to the start of the duty day to be taken off.

Wellness Leave

A full-time salaried employee that is eligible for the Virginia Retirement System and achieves perfect attendance (no days used for sick leave for any reason) may earn two (2) days of wellness leave per year to be used the following contract year. Wellness days are earned by semester and must be used the following year. Full-time regular employees paid on a salaried basis may also opt to be paid for two (2) days at the rate of \$100 per day in lieu of taking the earned wellness leave.

WELLNESS days are earned by semester for the following contract year. Unused WELLNESS days may not be carried forward or transferred to any other leave balances. Unused PERSONAL LEAVE, however, will transfer to SICK LEAVE balances at the end of the fiscal year.

Unpaid Leave

A full-time salaried employee who is eligible for the Virginia Retirement System and an hourly employee, regularly employed for twenty (20) hours per week or more, shall submit a written request for intended absence to his/her principal or to his/her immediate supervisor as soon as possible but at least fifteen (15) days prior to the expected absence.

Adopted: April 2004
Revised: August 2004