

## OPS Universal Time Off Request Form

Employee Name \_\_\_\_\_ Date: \_\_\_\_\_ Building \_\_\_\_\_

Are you a (check one): Teacher \_\_\_ Administrative Staff \_\_\_ OESPA Staff \_\_\_ Non-Union \_\_\_\_\_

Nature of your request: Sick \_\_\_ Personal \_\_\_ Vacation \_\_\_ Comp \_\_\_ Non-Work \_\_\_ Bereavement \_\_\_

Out of Paid Time (use only if you do not have any accruals): Sick \_\_\_ or Personal \_\_\_

Date(s): \_\_\_\_\_

Time Absent From: \_\_\_\_\_ To: \_\_\_\_\_

Total Hours: \_\_\_\_\_ or is this a Full Day \_\_\_\_\_ or a Half Day (indicate AM or PM) \_\_\_\_\_

Did you enter your absence request in AESOP: Yes \_\_\_ No \_\_\_ N/A \_\_\_

Brief explanation for request (Ex: Dr. Appt., Funeral, Personal) : \_\_\_\_\_

Would you like a copy of this request sent back to you once approved: Yes \_\_\_ No \_\_\_

I certify that this leave is for the above stated times and dates.

_____ Employee Signature	_____ Date
_____ Supervisor/Building Principal Signature	_____ Date
_____ HR Department Signature	_____ Date

**\*Note:** The purpose of personal leave days is to provide staff with time to conduct business that cannot otherwise be conducted or scheduled at another time outside of the employee's normal work hours. A staff member taking a personal leave day shall file a notice of his/her intent to take such day with your building principal or other immediate supervisor at least three (3) days prior to the date of such leave (except in case of emergency). **Personal leave days shall not be authorized for use in the first or last week of each semester/trimester and the day before or the day after a holiday, vacation or scheduled recess break, i.e. spring break, Holiday Recess, Winter Recess, Thanksgiving, etc. unless approved by the Superintendent.**

The use of sick, family illness, personal leave, vacation, bereavement or comp time is governed by the respective collective bargaining agreements in effect. Any sick leave absence for FMLA for the employee or family member must be pre-approved by the Human Resources Department.

**\*\*Note:** A staff member requesting vacation time shall file, whenever possible, a notice of his/her intent to take such time with the appropriate building principal or immediate supervisor at least seven (7) days prior to the date on which the vacation is to begin (except in case of emergency), and shall obtain approval before beginning the requested vacation. At the discretion of the building principal or appropriate supervisor, vacation requests may be denied if the number of requests for any one day jeopardizes the orderly conduct of the building(s) or operations. **HOURLY STAFF:** No vacation days will be authorized during the five (5) working days prior to the first (1<sup>st</sup>) day teachers report for the opening of school nor the five (5) working days following and including the first (1<sup>st</sup>) day teachers report for the opening of school in the fall.

Payroll Dept/HR Dept Use only

\_\_\_\_\_ Added to Microsage by \_\_\_\_\_ Date added to Microsage

01/23/2018