

CERTIFIED/LICENSED PERSONAL BUSINESS LEAVE FORM

(Online Request form used **ONLY** for Blackout Days, days when percentages are exceeded, personal business leave has been exhausted, or notification time requirement not met)

Please read this form carefully and complete all applicable sections. You may complete the form on your computer, then print, sign, and inform your principal/supervisor. **Please send the completed and signed form including explanation to Human Resources at least 2 days prior to the requested leave.**

Employee Name: _____ Employee ID #: _____ Home School/Location: _____

Position: _____ Date(s) Requested for Personal Leave (specify if AM/PM only): _____

Personal Leave hours available: _____ FTE for your position (see page 2 for examples): _____

Please note: You must check category 1a, 1b, OR 2c and provide explanation

1. Non-discretionary Personal Business Leave during Blackout Day OR if building/district caps are exceeded:

Choose option a or b

a-Circumstances unforeseen that prevent prior notice. See Page 2 for specific examples of common requests.

Explanation (required): _____

b-Circumstances beyond the employee's control See Page 2 for specific examples of common requests.

Explanation (required): _____

2. Discretionary Personal Business Leave during Blackout Days or when percentages are exceeded ONLY:

Note for discretionary requests during Blackout Days or when percentages are exceeded: Employee must agree to a salary deduction of the substitute rate of pay for each day of discretionary Personal Business Leave in addition to use of a Personal Business Leave day OR a 2 for 1 deduction of Personal Business Leave for each day of absence. **Discretionary Personal Business Leave may not be used during Parent-Teacher Conferences or on Professional Development Days.**

c-Discretionary Personal Business Leave: Please choose one of the two options listed below. Refer to next page for specific examples of common requests.

Explanation (optional): _____

I request deduction of a Personal Business Leave day(s) and the daily substitute rate for each day of my absence regardless if a sub is or is not obtained for my position .

OR

I request a 2 for 1 deduction of Personal Business Leave for each day of absence.

- I realize that by using this Personal Business Leave day, it will not be available to add two days to my accumulated illness/bereavement leave at the end of the school year or to accrue to purchase health/dental insurance upon retirement or to be exchanged for a cash payment to one Section 125 benefit account.
- I understand my responsibility to work with my building administrator/supervisor to make appropriate plans for my absence, with as much notice as possible.

Employee signature: _____ Date: _____

FTE Chart:

8.0 hours = 1.0 FTE	7.2 hours = .9 FTE	6.4 hours = .8 FTE
5.6 hours = .7 FTE	4.8 hours = .6 FTE	4.0 hours = .5 FTE
3.2 hours = .4 FTE	2.4 hours = .3 FTE	1.6 hours = .2 FTE
0.8 hours = .1 FTE		

For Office Use Only:

Form available O-Zone/Departments/HR/Policies/Forms and Leave Requests/Certified Pers Business Leave Request

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EXAMPLES

NON-DISCRETIONARY: Examples of non-discretionary leave will include, but not necessarily be limited to:

Unforeseen circumstances that prevent prior notice:

- absence for an illness when the employee has exhausted all illness/bereavement leave
- car breakdown, or emergency repair
- garage door frozen shut; frozen-broken water pipes
- cancellation of flights or other unscheduled travel delays

Circumstances beyond control of the employee:

- travel to out-of-town immediate family wedding, or if a member of the wedding party (i.e., bridesmaid, best man, etc.) Immediate family: Parent, Grandparent, Sibling, Child, Grandchild of employee or employee's spouse.
- preparation for wedding of self or immediate family
- employee's own graduate comprehensive exams or thesis/dissertation defense
- travel to out-of-KC metro area immediate family graduation from HS or college, or to attend local graduation programs/ceremonies at other schools, or ceremonies for citizenship, bar exam completion.
- religious holiday observances
- attend out-of-town family or school reunion
- attend spouse/family recognition event (award presentations, retirement ceremonies/presentations)
- moving child to college on designated dorm/ sorority/frat move-in day
- moving self or immediate family, only when availability of assistance or relocation timeframe cannot reasonably be accomplished without use of work time
- travel to accompany military family member leaving, or arriving home from duty
- required legal appearance for personal matters such as child custody, or divorce

DISCRETIONARY: Examples of discretionary (voluntary choice of employee to attend, though date and time of event may not have been determined by employee) leave will include, but not necessarily be limited to:

- attend college visit for child
- trips purchased, won, or received by family members (anniversary presents, contests, Final Four tickets, accompany spouse on business trips)
- attend child's field trips or classroom parties as supervisor/chaperone
- attend family celebration (parent's /grandparent's birthday, parents' anniversary)
- honeymoon trips, trip for significant wedding anniversary of employee
- closing on a house/property
- attend program/event related to outside interests, organizations (church or other organization functions, mission trips, conference related to part-time employment, retirement seminars, employee or immediate family athletic or activity tournament/championships)
- closing on estate or other legal signings
- transportation for visiting relatives/friends from out-of-town
- prepare/ travel / set up for exhibit at art fairs or other displays for personal gain or personal interests
- personal attorney meetings and/or legal matters not related to required legal appearances

Form available in O-Zone/Departments/HR/Policies/Forms and Leave Requests/Certified Pers Business Leave Request