



TORRINGTON PUBLIC SCHOOLS CONFIDENTIAL LEAVE REQUEST FORM

Employee Name _____

TEA TPSAA Local 1579 Non-union

Union (circle one)

Position Title _____

Location/Department _____

****Report all planned absences to the Absence Management System (Kelly Services)**

Request with Pay

<input type="checkbox"/> Sick (includes personal, family, and medical appt.)
<input type="checkbox"/> Personal** (submit requests 48 hours in advance) (Article _____)
<input type="checkbox"/> Military Leave (Article _____)
<input type="checkbox"/> Child Bearing (Article _____)
<input type="checkbox"/> Family Medical Leave FMLA with Pay (eligibility determined by law) (may run concurrently with other leaves)
<input type="checkbox"/> Vacation (For 12-month employees per applicable contract)
<input type="checkbox"/> Sabbatical (Article _____)
<input type="checkbox"/> Union Leave (Article _____)
<input type="checkbox"/> Bereavement (Article _____)
<input type="checkbox"/> Jury Duty (Article _____)
<input type="checkbox"/> Other {For TEA Funeral, Graduation or Wedding (Article _____) Circle one, and list name_____}

Request without Pay

<input type="checkbox"/> Child Rearing w/out Pay (Article _____)
<input type="checkbox"/> Leave of Absence w/out Pay (Article _____)
<input type="checkbox"/> Sabbatical w/out Pay (Article _____)
<input type="checkbox"/> Military Leave w/out Pay (Article _____)
<input type="checkbox"/> Family Medical Leave FMLA w/out Pay (eligibility determined by law) (may run concurrently with other leaves)
<input type="checkbox"/> Jury Duty (may be paid depending on law & contract)
<input type="checkbox"/> Other (Article _____)

The Torrington Board of Education reserves the right to request medical records in the event of a sick leave. If your leave is for more than five consecutive days, a doctor's note may be required. Doctor should include a medical certificate with the nature of the diagnosis and the expected return date.

From (first date absent) _____ # Days Requested _____

To (expected return date) _____

Explanation/Comments: _____

A personal day shall not be used either before or after a scheduled holiday or vacation without prior approval of the Superintendent.
** If requested, please explain your reason for the request.

I certify that my personal day request is not for recreational purposes and is for personal business that cannot otherwise be conducted outside of the school day.

Employee Signature: _____

Date: _____

Supervisor/Department Head: _____

Date: _____

Principal/Administrator: _____

Date: _____

CO Administrator Signature: _____

Date: _____

Articles by Collective Bargaining Unit Agreement

Teachers (TEA)	
Article 11.A.1.	Three (3) days per year to attend services for the death of a person in the teacher's immediate family; one (1) day per year to attend services for the death of a first cousin; one (1) day per year to attend the graduation ceremony of a person in the teacher's immediate family when such ceremony occurs on a day that the teacher is scheduled to be on duty; one (1) day per year to attend the wedding of a person in the teacher's immediate family when such wedding occurs on a day that the teacher is scheduled to be on duty. "Immediate family" is defined as the teacher's spouse and the teacher's or spouse's father, mother, brother, sister, brother-in-law, sister-in-law, child, grandparent, grandchild, aunt, uncle, niece, nephew, or a member of the teacher's household.
Article 11.A.2.	Two (2) days for personal reasons provided that such days shall not be used for recreational purposes.
Article 11.G.	Any teacher shall be entitled to a leave of absence with full pay when such absence is caused by his or her service as a juror in any Connecticut court, provided that such full pay shall be reduced by the amount of any jury duty fee received by such teacher.
Article 11.D.E.& F.	Refer to TEA Contract. Get prior approval from Superintendent.
Local 1579 - Secretaries	
Section 8.13 - Personal Leave - S	Each Secretary employee shall be entitled to two (2) personal days per year for personal business and shall give written notice of leave forty-eight (48) hours in advance to the Superintendent or his/her designee except in cases of emergency in which event the employee shall provide notice as soon as possible. Personal leave shall not be used either immediately before or after a scheduled holiday or vacation without prior approval of the Superintendent or his/her designee.
Section 7.6 - S Vacations	Vacations shall be taken in any calendar year from January 1st to December 31st, immediately after completion of time as per Section 7.1, section 7.2, Section 7.3, Section 7.4 and 7.5. Employees shall indicate their vacation date requests no later than May 15 of each year. A final vacation schedule will be developed and posted by and subject to the approval of the Superintendent or his/her designee by the end of May in each year. The Superintendent or designee may limit the number of employees on vacation at any one time. Where more than the number of employees allowed to be on vacation at the same time choose the same vacation period in part or whole, the Superintendent will resolve the conflict based on his/her determination of the needs of the school district and consideration of the employees' respective department seniority.
Local 1579 - Nurses	
Section 6.10 - Personal Leave - N	Each Nurse employee shall be entitled to two (2) personal days per year for personal business and shall give written notice of leave forty-eight (48) hours in advance to the Superintendent or his/her designee except in cases of emergency in which event the employee shall provide notice as soon as possible. Personal leave shall not be used either immediately before or after a scheduled holiday or vacation without prior approval of the Superintendent or his/her designee. Effective 7/1/07, nurses may carry over one (1) unused personal day to the following year. Personal leave days may not exceed three (3) days in any one school year including the day carried over.
Local 1579 - Paraprofessionals	
Section 8.14 - Personal Leave - P	Each Paraprofessional employee shall be entitled to two (2) personal days per year for personal business which shall not be used as additional paid holidays and shall give forty-eight (48) hours' notice to the Superintendent or his/her designee except in cases of emergency in which event the employee shall notify the Superintendent or his/her designee as soon as possible. Effective 7/1/04, Paraprofessionals may carry over one (1) unused personal day to the following year. Personal leave days may not exceed three (3) days in any one school year including the day carried over.
Local 1579 - Cafeteria Employees	
Section 8.12 - Personal Leave - CE	Each Cafeteria employee shall be entitled to two (2) personal days per year for personal business and shall give written notice of leave forty-eight (48) hours in advance to the Superintendent or his/her designee except in cases of emergency in which event the employee shall provide notice as soon as possible. Personal leave shall not be used either immediately before or after a scheduled holiday without prior approval of the Superintendent or his/her designee.
Custodians	
Section 8.14 - Personal Leave - C and M	Each C and M employee shall be entitled to two (2) personal days per year for personal business and shall give written notice of leave forty-eight (48) hours in advance to the Superintendent or his/her designee except in cases of emergency in which event the employee shall provide notice as soon as possible. Personal leave shall not be used either immediately before or after a scheduled holiday or vacation without prior approval of the Superintendent or his/her designee.
Section 7.6 - C and M Vacations	Vacations shall be taken in any calendar year from January 1st to December 31st, immediately after completion of time as per Section 7.1, section 7.2, Section 7.3, Section 7.4 and 7.5. Employees shall indicate their vacation date requests no later than May 15 of each year. A final vacation schedule will be developed and posted by and subject to the approval of the Superintendent or his/her designee by the end of May in each year. The Superintendent or designee may limit the number of employees on vacation at any one time. Where more than the number of employees allowed to be on vacation at the same time choose the same vacation period in part or whole, the Superintendent will resolve the conflict based on his/her determination of the needs of the school district and consideration of the employees' respective department seniority.
All Local 1579 Employees	
Section 8.12 - Bereavement Leave – S, Section 6.9 - Bereavement Leave - N, Section 8.13 - Bereavement Leave - P, Section 8.11 - Bereavement Leave – CE, Section 8.13 - Bereavement Leave - C and M	Bereavement In the event of death in the immediate family, an employee shall be granted three (3) days of leave with pay. The Superintendent of Schools or his/her designee may, at his/her discretion, grant an additional day of leave; such additional day, however, shall be charged as sick leave. For purposes of this Section, "immediate family" is defined as follows: mother, father, wife, husband, brother, brother-in-law, sister, sister-in-law, child, grandmother, grandfather, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, or any relative who is domiciled in the employee's household. In the event of the death of an employee's stepmother, stepfather, stepbrother, stepsister, aunt or uncle, bereavement leave not to exceed one (1) day shall be granted. Effective 7-1-99, nurses and paraprofessionals shall have two (2) days.
Section 8.11 - Annual Military Training Leave – S, Section 6.8 - Annual Military Training Leave - N, Section 8.12 - Annual Military Training Leave - P, Section 8.10 - Annual Military Training Leave – CE, Section 8.12 - Annual Military Training Leave - C and M	Annual Military Training Leave –CE (8.10), P (6.12), N (6.9) and S (8.11) Military leave shall be considered as continuous service and shall be so entered upon the Employer's records. An employee on annual military training shall be granted a leave of absence with pay, less such sums received for such service, not to exceed fifteen (15) calendar days during any one calendar year, provided he/she filed with the Superintendent of Schools a copy of his military orders placing him/her on active military duty.
TPSAA Administrators	
Article XVIII, Personal Days	Personal days will be afforded all administrators as needed. These days may be used for personal business which cannot be conducted except on a school day; and must be approved by the Superintendent. Reasons for the leave will be identified in general terms. Except in cases of emergencies, personal day notification shall be given to the Superintendent at least forty-eight hours (48) in advance.
Article XIX, Sick Leave	After seven (7) consecutive school days of illness, the Superintendent may request the submission of a doctor's certificate recommending additional time off for health reasons. Failure to comply with such request shall result in the loss of any additional sick days for the period of absence in question.
Article XXIV, Work Year/Vacations	12 Month Administrators shall be entitled to twenty-two (22) vacation days each work year. Administrators shall be entitled to take as non-work days, the winter recess and the spring recess, as well as additional days within their work year which exceed their prescribed number of working days upon appropriate notice to the Superintendent and subject to the provisions below. Administrators will have the option of carrying over up to five (5) days in a subsequent year.
Non-union	
PERSONAL DAY	Per individual contract. Personal days may be used for personal business which cannot be conducted except on a school day; and must be approved by the Superintendent. Except in cases of emergencies, personal day notification shall be given to the Superintendent at least forty-eight hours (48) in advance.
SICK LEAVE	Per individual contract. After five (5) consecutive work days of illness, the superintendent may request the submission of a doctor's certificate recommending additional time off for health reasons.
VACATION	Per individual contract. Upon approval by the Superintendent, five days may be carried over into the next year. Days carried over must be used in accordance with the schedule approved by the superintendent.