

# EMPLOYEE PERSONAL DAY REQUEST & TRACKING FORM

Remember, there are **personal leave** and **personal days**. This form is for **personal days**.

**Personal days.** You may take up to the equivalent of your minimum weekly onsite hours as paid personal time. This is an annual amount and does not roll over. Time must be taken in at least full day increments. It must be approved by administration in writing 2 weeks prior to your requested time off and you must arrange for coverage. Personal days will not be approved for time off in September or June.

Before you request time off, have you:

1. Checked the calendar to see if someone else has already booked the time off.
2. Found a staff member to cover for you while you are gone

Also:

1. Instructional hours **cannot** be made up.
2. Subject to prior approval, you may be able to make up office hours. You must provide Phoenix with your plan to make-up the hours. **After** the plan has been approved, you may begin accumulating make-up hours.
3. Additional stipulations are listed in your contract.

Name:	Position:	Personal Days:
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Request #1		Request #2		Request #3	
Today's Date:		Today's Date:		Today's Date:	
Requested Dates:		Requested Dates:		Requested Dates:	
Reason for Request:		Reason for Request:		Reason for Request:	
# of paid days:	# of unpaid days:	# of paid days:	# of unpaid days:	# of paid days:	# of unpaid days:
Staff providing coverage:		Staff providing coverage:		Staff providing coverage:	
Coverage Plan: <i>(tasks, deadlines, etc)</i>		Coverage Plan: <i>(tasks, deadlines, etc)</i>		Coverage Plan: <i>(tasks, deadlines, etc)</i>	
Admin Approval:	Approval Date:	Admin Approval:	Approval Date:	Admin Approval:	Approval Date:
Additional Conditions:		Additional Conditions:		Additional Conditions:	

**Teachers/Instructors:**

- Inform your parents/students by email of:
  - Dates that you will be away
  - \_\_\_\_\_ will be covering for you while you are gone
- Set your vacation responder
- Block your schedule in .youcanbookme
- Add your out of office dates to the Google Calendar
- Thoroughly review your plans, files, reports, lesson plans with the staff member providing coverage
- Thank your colleague for their help!

**Administration Staff:**

- Set your vacation responder
- Add your out of office dates to the Google Calendar
- Thoroughly review your plans, files, reports, keys, binders with the staff member providing coverage
- Thank your colleague for their help!

Addition space for coverage description:

<b>Request #1</b>	
<b>Request #2</b>	
<b>Request #3</b>	