



# Porter Township School Corporation

## TEACHING STAFF REQUEST FOR PERSONAL BUSINESS DAY

Acts of 1965, Chapter 215, Section 2, provides that "Each teacher employed in the public schools of Indiana shall be entitled to at least two days for the transition of personal business and/or the conduct of personal or civic affairs during each year of such employment."

Any unused personal leave days will be converted to sick days (12 month employees). A written statement on forms provided by the Central Administrative Office shall be submitted to the Superintendent of Schools via the building principal, setting forth the reason and necessity which shall be the cause of such absence. A sufficient reason is personal business and is left to the subjective determination of each individual teacher except as provided below:

1. Use Surrounding School Break.... The Association and the Board strongly urge teachers not to request Personal Business Leave on the day before or the day after any break in the regular school schedule. Personal Business Leave may not be taken on the day before or the day after any break in the regular school schedule without the prior approval of the Superintendent by a teacher who has been absent for an unsubstantiated sick day or unapproved Personal Business Leave day on the day before or the day after any break in the regular school schedule twice in three years. A teacher requesting to use Personal Business Leave under such circumstances must submit a written request, including a description of the exceptional circumstances necessitating the request, to the Superintendent as far in advance as possible but in no event less than two (2) weeks prior to the requested day.
2. Use on Professional Development Days.... Personal Business Leave days may not be taken on Professional Development days without prior approval of the Superintendent. A teacher requesting to use Personal Business Leave on a Professional Development day must submit a written request and include in the request a description of the exceptional circumstances necessitating the request, to the Superintendent at least two (2) weeks prior to the professional development day.

### To the Superintendent:

I am requesting a Personal Business Leave Day on \_\_\_\_\_

The reason for the absence is \_\_\_\_\_  
\_\_\_\_\_

The necessity for the absence is \_\_\_\_\_  
\_\_\_\_\_

Teacher's Name (please print) \_\_\_\_\_ Building \_\_\_\_\_

Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature of Principal \_\_\_\_\_ Date \_\_\_\_\_

Signature of Superintendent \_\_\_\_\_ Date \_\_\_\_\_



**APPROVED**



**UNAPPROVED**