

REQUEST FOR PERSONAL DAY

TIPPA EMPLOYEES

Date _____

NAME _____ ASSIGNMENT _____

I request a personal day on _____. I have used _____ day(s) so far this school year.

The conditions of the Personal Day are in accordance with the provisions of the current collective agreement between the TISD Board of Education and TIPPA. (Reference Article 13 for actual contract language.) THESE CONDITIONS APPLY TO ALL PERSONAL DAYS.

13.1 "Sick days shall be available at the rate of one (1) per month..."

13.2 "Four (4) personal days may be used from the total of 13.1 above. Such days are defined as days for business that cannot be accomplished outside of the regular school days and time. Leave days shall not be available the day prior to or following a legal holiday, paid holiday, scheduled calendar breaks, or vacation. A minimum of two (2) workdays advance notice in writing on the proper form must be made with the principal or his representative. (Advanced notice provision may be waived in emergency situations.) Bargaining unit members shall not be required to provide the reason for requesting a personal day. No more than two (2) personal days may be used in a thirty (30) calendar-day period. Personal days shall not be combined with sick days, vacation days, or holiday breaks."

My signature below indicates that I am fully aware of all conditions listed above and that all responses are correct to the best of my knowledge.

Signature of TIPPA Employee

FOR OFFICE USE:

Date Received by Supervisor

Supervisor Response

- ~ The above date(s) for a Personal Day have met all the conditions itemized.
- ~ The above date(s) have not met the conditions.
- ~ The conditions are hereby waived due to an emergency.

Date

10/13/2021

Signature of Supervisor