

USE OF PERSONAL DAYS

TIEA Employees

Date _____

NAME _____ ASSIGNMENT _____

I hereby notify the administration that I will be utilizing _____ day(s) of my allotment of personal days. I have used _____ days(s) so far this year. The date(s) of the personal leave is/are: _____, _____, _____.

This form is in accordance with the provisions of Article 12.8 of the current collective agreement.

- 12.8 4) Three (3) days for personal leave per year may be used with 48 hours advance notice to the immediate supervisor. No more than three (3) members per building on any day.

Signature of TIEA Employee

FOR OFFICE USE:

Date Received by Supervisor

Supervisor's Response:

- ☐ The above date(s) for personal leave have met all the conditions itemized above.
- ☐ The above date(s) have not met the conditions.
- ☐ The conditions are hereby waived due to an emergency.

Signature of Supervisor

Date