

Corain City Schools

JUSTIFIABLE LEAVE APPLICATION

Name _____ Building _____

I wish to apply for justifiable leave as indicated below:

- _____ Accidents in the immediate family or affecting family property.
- _____ Court appearances as litigant or witness (not minor traffic offenses).
- _____ Travel difficulties between employee's local residence and his place of employment. (It must be demonstrated that every effort has been made to anticipate probable problems and to report to work even though employee may be late.)
- _____ Observance of religious holidays.
- _____ Attendance of graduation exercises, high school and beyond, involving an employee, or a member of his/her immediate family.
- _____ Accompanying a member of the immediate family to a terminal upon departing for service outside the continental United States, or meeting a member of the immediate family returning from such service.
- _____ Attending a wedding involving a member of the immediate family.
- _____ Death of relatives not considered immediate family. (Such absence must be justified in terms of closeness of relationship to the deceased and/or time required for travel.)
- _____ Funerals of others who are close but not related. (Appropriate leave may be granted upon approval by the Personnel Director.)
- _____ Attendance of school events of the staff member's child.

CERTIFICATION OF ABSENCE FOR JUSTIFIABLE LEAVE

Date(s) of Absence _____

I, the undersigned, certify that this absence (will be) (was) due to the reason stated and that I have read the "Leave Guidelines" listed on the back of this form. Specifically, this absence is necessary because

Date _____ Employee's Signature _____

FOR THE PRINCIPAL:

_____ Recommend routine approval _____ Suggest further study Principal's Initials _____

Authorized by _____ Date _____

LEAVE GUIDELINES

1. Request for justifiable leave shall be given in writing on forms provided at least three (3) school days in advance to the Director of Personnel. In emergency cases, forms shall be submitted within five (5) days after the employee returns to work.
2. For any immediate situation where adequate time for administrative processing of the application is not available, the school principal is designated as the Superintendent's representative and the Substitute Teacher Office is to be notified. The principal will perform such immediate actions as are necessary.
3. Justifiable leave shall not be accumulative.
4. Justifiable leave shall not replace sick leave nor extend sick leave days except in easily identifiable situations.
5. "Immediate Family" shall be interpreted to include self, father, mother, brother, sister, spouse, child, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandparents, and spouse's grandparents. (Child includes step child and/or foster child.)