

Maine School Administrative District #49

Albion ♦ Benton ♦ Clinton ♦ Fairfield

PERSONAL LEAVE REQUEST – Ed. Tech II and III

Personal days will be granted on a first come basis in the Superintendent's Office.

To: Building Principal/Director,
School:

Albion	<input type="checkbox"/>	Fairfield Primary	<input type="checkbox"/>
Benton	<input type="checkbox"/>	Lawrence Junior High	<input type="checkbox"/>
Clinton	<input type="checkbox"/>	Lawrence High	<input type="checkbox"/>

Requested Day (s): _____

Ed. Tech's Printed Name: _____

Ed. Tech's Signature: _____

Date Submitted: _____

Principal/ Director:	Recommendation: Approve <input type="checkbox"/> Deny <input type="checkbox"/>
	Substitute Needed: Yes <input type="checkbox"/> No <input type="checkbox"/>
	Principal's Signature: _____ Date: _____
	Director's Signature: _____ Date: _____

Superintendent's Office:	Approved: _____ Denied: _____
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Article VI C. of the agreement between Ed. Tech II's and School Directors reads: "Ed Techs (II's) may be allowed up to two (2) days of personal days, deducted from their accumulated sick days. Prior approval of the Superintendent is required. No more than two (2) Ed. Tech II's shall be granted a personal day on the same day. Personal days shall not be taken the day before or day after a school vacation unless approved by the Superintendent for extenuating circumstance."

Ed. Tech III's personal days allowed will be stated in their annual contract. Please refer to your contract.