

ST RITA OF CASCIA HIGH SCHOOL
REQUEST FORM FOR PERSONAL ABSENCE(S) (PTO's)

- A Request for a Personal Absence(s) ("PTO") must be submitted at least three (3) days in advance except in cases of emergency to allow for work coverage and to avoid denial based on operational need. PTO days can only be taken in half and full day increments.
- For emergency requests, notify your supervisor by phone or email for initial approval and submit this PTO request form signed by your supervisor at the start of the next day you return to work.
- Approved days will be paid unless you are notified by Human Resources that you have used all of your allotted paid PTO days.
- Any employee requesting five (5) or more consecutive PTO days during the school year, or four (4) or more PTO days during the summer, must submit this PTO request form to their supervisor and President or Principal (depending on your chain of command) for operational approval at least five (5) days before planned days off .

Person Requesting: _____ Date Submitted: _____
 Date(s) Requested: _____
 For Half Days only: Time Out of the Building: _____

Missing two hours or less is considered a half-day; missing more than two hours is a full day

PTO Request For:

- ___ Bereavement for immediate Family Member (spouse, parent, child, sibling, grandparent, grandchild, employee's spouse's parent, employee's child's spouse)(3 Days available for bereavement leave)
 - ___ Jury Duty/Court Appearance (copy of Jury duty summons or court subpoena must be provided with this PTO request form)
 - ___ Military Service
 - ___ Medical
 - ___ Sick
 - ___ Family Obligation
 - ___ Professional Enrichment (Must be pre-approved by Department Chair and Dean of Curriculum and Instruction)
- Department Chair Signature: _____ Dean of Curriculum Signature: _____
- ___ School Related Activity (Pre-approved) / Describe: _____
 - ___ Vacation
 - ___ Other
 - ___ Personal Day without Pay

Teachers are responsible to see that an assignment is given for each class period missed. The assignment should be adequate for the full time of the period. The assignment should be submitted to the Main Office.

Office Use Only:

- Days taken this school Year
- ___ Personal day with Pay
 - ___ Personal day without Pay
 - ___ Sick
 - ___ Professional

Supervisor Signature: _____

Date: _____

Principal/President Signature: _____

For 5 or more consecutive PTO day requests in school year, or 4 or more in summer