



SCHOOL OF ST. MARY

To Learn, To Serve, To Lead

ABSENCE REQUEST [revised November 2023]

Archdiocesan policy states: "[Benefits eligible] school employees are entitled to 10 paid sick days per year to be used for their own illness, or the illness of an immediate family member. Two of these days may also be used for personal reasons. Unused sick days are not compensable at the end of the year, nor may they be used as additional vacation days. However, unused sick days will carry over from year to year, up to a maximum accumulation of 120 days."

While these benefits are intended to assist school employees with personal needs, the School of St. Mary expects that school personnel will use these benefits wisely and only when needed, taking into consideration the ongoing needs of students, the impact on the educational process, and the need to model good attendance for students. The *School of St. Mary Faculty Handbook* states: "Personal business is defined as important personal business that cannot be accomplished outside of regular school hours. Such days shall not be taken during the first or last week of school, nor immediately prior to or after a holiday. Personal business leave days may also be used for personal emergencies requiring immediate attention." If three or more sick days are used consecutively, written certification of illness from a physician is required.

A personal day request may be denied for various reasons, including the need to have enough faculty present on a particular day.

Name: _____ Date & Day of Absence: _____

Grade and Subject(s): _____

Coverage: If Half Day _____ Coming Time _____ Leaving Time _____ Full Day _____

Periods that need coverage: _____

Type of Absence Being Requested: _____ Personal Day _____ Sick Day _____ Professional

Reason for Absence: _____

Date: _____ Employee Signature _____

Administrative Action:

____ Request approved with pay _____ Request not approved

____ Request approved without pay

Administrative Signature

Date

Name of Substitute Teacher Assigned: _____

Please Note: All teachers need to arrange for coverage of their other duties (e.g., lunch, hall, or bus supervision). Substitute teachers are not expected to do these extra duties.

