

Barnstable Public Schools Personal Days/Temporary Leaves

Please check the applicable category. Available number of days are specifically stipulated within the individual bargaining unit contracts and should be reviewed prior to submitting your request.

- Days taken for such matters as religious, legal business household, family or other personal matters, which require absence during school hours.¹ Application for personal leave will be made at least twenty-four (24) hours before taking such leave (except in case of emergencies).²
- Day(s) taken for the purpose of visiting other schools or attending meetings or conferences of an educational nature.
- Days taken for Association representatives to attend Massachusetts Teachers Association and/or National Education Association conferences or conventions and to conduct Association business.
- Days taken in the event of death of a spouse, child, parent, sibling or any members of the immediate family.²
- Days taken for serious illness requiring bedside (for one's self) or household attention by the staff member for a spouse, child, parent, sibling or other member of the immediate household.²
- Days taken for persons called into a temporary active duty of any unit in the U.S. reserves of the State National Guard, provided such obligations cannot be fulfilled on days when school is not in session. Staff will be paid the difference between their regular pay and the pay they receive from the State or Federal Government.
- Days taken for religious holidays, which require the staff member not to work. The request must be made thirty (30) days before the holiday, or in the first week of school if the holiday falls within thirty days of the opening of school.
- Day(s) taken for jury duty (documentation will be required).

Specific Leave Date(s) _____

PRINT NAME: _____

Employee's Signature: _____ Date _____

Approved by: _____ Date _____

Not Approved: _____ Date _____

Superintendent (when necessary) _____ Date _____

With Pay _____

Without Pay _____

Cc: Principal
Employee
Personnel File

It is the staff member's sole responsibility to keep account of their used/unused days for any of the Personal/Temporary Leaves stated above. Your supervisor's signature is only for authorization within the bounds of your individual contract obligation/agreement. It, in no way, attests to the accuracy of your request for a temporary leave.

¹ Reason must be given to the Supervisor for absence before or after a holiday and requires Superintendent's approval.
² The Superintendent or designee may make exceptions to this.