

IMMEDIATE SUPERVISOR: \_\_\_\_\_

**BLaST, Intermediate Unit #17**

2400 Reach Road  
Williamsport, PA 17701  
570-323-8561

RR#2 Box 3364  
Canton, PA 17724  
570-673-6001

**Application for Personal Leave**

Please complete and mail to your respective office

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Date of Requested Absence: \_\_\_\_\_ Office: \_\_\_\_\_

Signature: \_\_\_\_\_ Date of Request: \_\_\_\_\_

The contract between BlaST Board and BLaSTEA contains a provision for personal leave as follows:

Section 11.01:

1. Each full-time employee shall be allowed two (2) personal days without loss of pay during the work year which shall be accumulative from year to year to a maximum of five (5) days. Any personal days in excess of five (5) days shall be added to the employees accumulated sick leave.
2. Requests for a personal day shall be submitted in writing to **Your Immediate Supervisor** at least five (5) work days in advance of the leave.
3. Requests shall be honored at each **Office of Assignment** on a first come, first served basis.
4. **Limitations:**
  - a. The number of employees taking a personal leave per day shall not exceed ten percent (10%) of the full-time employees in the bargaining unit at the Office of Assignment.
  - b. A personal day shall not be taken the first five (5) work days or the last five (5) work days of the work year.
  - c. A personal day shall not be taken the work day immediately preceding or following a holiday or vacation period.
5. The administration may waive the aforesaid five (5) days notification requirement and the aforesaid limitations. Such waiver shall not establish a precedent for any future decision to grant or deny a waiver of the said notice or limitation.

- Approved
- Not Approved – Exceeds 10%
- Not Approved – Request Late

- Not approved – Entitlement Previously Used
- Not Approved – Not Permissible Date

\_\_\_\_\_  
Signature Immediate Supervisor

\_\_\_\_\_  
Date