Job Number: _____
School Year: _____

Saline Area Schools
Personal Business Day/Jury Duty Request Form

Name:_____

School/Department:_____

☐ Personal Business Day Dates: _____ Whole/Half Day
If this day is before or after a holiday, vacation or school break, send request immediately to HR Department for approval*

☐ Jury Duty Dates: _____ Whole/Half Day

Directions for Personal Business Day:

(*Personal Business Days may not be used adjacent to a holiday/school break/ vacation except under extenuating circumstances)

An employee planning to use a personal business day or days shall notify his/her supervisor/principal at least two (2) days in advance, except in case of emergency.

No personal leave day may be taken except on case of emergency, immediately before or after a holiday. An employee is not entitled to use personal business days as part of a vacation or couple personal business days with unpaid leave to extend a vacation.

Converting Sick Days to Personal Business Days in Emergency:

If a seniority employee utilizes his/her two personal business days prior to the end of the school year and an emergency arises, the seniority employee may trade up to four (4) of his/her accrued sick leave days for up to two (2) additional personal business days (i.e. 2 sick days equals 1 personal business day). The seniority employee must make written application to the appropriate principal/supervisor and personnel office in advance of taking such days.

Permission for extenuating circumstances may be requested from Ann Callan, Director of Human Resources. Supervisors do not have authority to approve time off before/after a break or to convert sick into PB without advance approval from H.R.

Directions for Jury Duty:

- Notify Supervisor
- Attach summons
- You will be paid for full scheduled day <u>if</u> you provide proof of attendance and turn in cash/check from court minus mileage.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____