



# Spooner Area School District

801 County Highway A • Spooner, WI 54801 • 715-635-2171 • www.spooner.k12.wi.us

## ADDITIONAL PERSONAL LEAVE QUALIFYING EVENTS FORM USE THIS FORM TO TRACK QUALIFYING EVENTS IN 30 MINUTE INCREMENTS

Staff will be allowed to earn 3 additional personal leave days per school year for attending or completing the following:

- Supervisor approved projects/trainings
- School events beyond duty day that happen within the building
  - Christmas concerts
  - Family reading and math nights
  - Spring Fling
  - Wellness Night
  - Play supervision
  - On-call supervision that is not compensated for school sanctioned events
- Meetings beyond duty day that are required
  - IEP meetings
  - PLC meetings
  - Trainings

*The District reserves the right to review and change the list of qualifying events at any time. The District also recognizes that this is not a complete list of potential qualifying events. Qualifying events must be approved by the immediate supervising Administrator prior to the event taking place. Hours can be earned in 30 minute increments. Personal leave is cumulative to a maximum of 6 days; excess personal leave will be added to the total accumulated sick leave at the end of each school year. Personal leave requests will follow the guidelines in section 6.05 of the employee handbook.*

Staff Name:			
Name of Event:			
Length of Time: <i>(30 minute increments)</i>		Event Date:	

\_\_\_\_\_  
*Staff Signature*

\_\_\_\_\_  
*Date Submitted*

\_\_\_\_\_  
*Supervisor Signature*

\_\_\_\_\_  
*Date Approved*

*Complete this form and submit to your building supervisor for approval. Form will be kept on file until 8 hours have been accumulated. Upon completion of 8 hours, a second form will be filled out by your supervisor and submitted to the District Office and the additional personal leave will be allocated in Skyward Time Off.*