



APPLICATION FOR PERSONAL LEAVE WITH PAY - Teachers

This request for personal leave with pay is made in accordance with the High Prairie School Division/Alberta Teachers' Association Collective Agreement, Clause 12.1.

I, _____, hereby apply for personal leave, with pay, pursuant to Clause 12.1 of the Teachers' Collective Agreement.

My absence is planned for _____ (Date mm/dd/yyyy).

It will: a) ___ not extend a long weekend.

b) ___ extend a long weekend. The substitute hired as my replacement is _____.

c) ___ extend Christmas or Spring. The substitute hired as my replacement is _____.

Teacher's Signature

Date of Application

Principal's Signature

Date

Approval:

Superintendent of Schools or Designate

Date

For Office Use Only

This employee has the required days available

Yes

No

Payroll Signature