

MIDLAND PUBLIC SCHOOLS
REQUEST FOR UNSPECIFIED USE OF ABSENCE DAYS

The Master Agreement between the Midland City Education Association and the Midland Public Schools lists the reasons for which personal absence days may be used and also states the number of such days which can be used for personal business and certain personal emergencies (Article X). The agreement also provides that these absence days may be used for other reasons or additional days if the request is approved by the Superintendent of Schools. The pertinent section (Article X, Section I) reads:

1. The teachers accumulated total days of absence with pay each year may be utilized for reasons other than the reasons specified in Article X, Sections F., G., and H., or for numbers of days of absence in excess of the numbers specified in Sections G. and H., if the request is approved by the superintendent. The decision of the superintendent on such requests shall be final and not subject to grievance.
2. The Association will be notified of all requests submitted in accordance with Article X, Section I., and the decision on each request. The teacher's name and other personal details involved in the request will be maintained in confidence if the teacher asks for this consideration.

I request the use of _____ days of my total bank of absence days ☐ **with pay** ☐ **without pay** for the following purpose:

Dates on which these days are to be used: _____

- ☐ I ask that my name and the statement of purpose for this request be maintained in confidence.
- ☐ I authorize the school district to include my name and the statement of purpose for this request in the notification to the MCEA.

Date Teacher's Signature

Recommendation of Immediate Supervisor: ☐ Approve ☐ Disapprove

Date Supervisor's Signature

Request: ☐ Approved ☐ Disapproved ☐ With Pay ☐ Without Pay

Date Director of Human Resources' Signature

Comments:
