

## Request for Salary Deduct Leave

All employees of the Mayfield City Schools have entered into a contractual agreement to work a designated number of days in exchange for a salary as determined by the collective bargaining agreement. When an employee is unable to fulfill the requirements of his/her contract as to assigned workdays, some type of approved leave must be used to substantiate the absence. When the request for leave does not meet the guidelines for any type of paid leave, salary deduct leave may be requested. Employees are NOT eligible for leave at salary deduct during their first year of employment.

**Leave at salary deduct must be requested in writing to the Director of Personnel at least three (3) school days in advance of the leave, unless there is an emergency.**

Leave at salary deduct shall be granted according to the following formula as applied to years of experience in the district.

1 thru 7 years - 5 days

8 years and over - 10 days

**Salary deduct leave may not be used for other employment.**

An employee who is absent without approved leave shall be considered in violation of his/her contract and shall face disciplinary action up to and including dismissal.

An employee who holds less than a 12-month contract, who is on unpaid leave on the last day of their contract will not receive the Board paid medical benefits throughout the summer.

An employee, who is on unpaid leave the day immediately preceding or following a holiday, will not receive the pay for the holiday.

Salary deduct leave shall be charged for absences on any day when the school is closed for a calamity day and the employee has applied for salary deduct leave.

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I understand the provisions governing the use of salary deduct leave and am requesting salary deduct leave for the following date(s):

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\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date of Request

Request Approved \_\_\_\_\_

Request Denied \_\_\_\_\_

\_\_\_\_\_  
Signature of Director of Personnel

\_\_\_\_\_  
Date of Approval

Cc: Building Principal  
Personnel File  
Payroll