



# IROQUOIS SPECIAL EDUCATION ASSOCIATION

106 EAST FRONT STREET • GILMAN • ILLINOIS • 60938  
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## PERSONAL BUSINESS DAY REQUEST

The Iroquois Special Education Association grants two (2) personal business days per year. Unused personal leave days shall accumulate to three days (3), as stated by the ISEA policy and/or agreements with the ISEA/IEA Associations.

An individual wishing to use a day for personal business must give written notice to the Director of Special Education on the form furnished. The notice will be first submitted to the building administrator or supervisor who will review it, approve it and forward it to the Director for final approval. **The form must be submitted at least two (2) days prior to the date requested.** Emergency situations will be given consideration.

**Personal business days will not be granted during the first and last weeks of school or the days preceding or following a school holiday.**

\*\*\*\*\*

Date: \_\_\_\_\_

I am scheduling the use of \_\_\_\_\_ for personal business.  
(date)

**It is in accordance with the school policy as stated above.**

\_\_\_\_\_  
(Please Print Name)

\_\_\_\_\_  
(Employee Signature)

**Reviewed and forwarded to Director of Special Education by:**

\_\_\_\_\_  
(Building Principal/Supervisor)

\_\_\_\_\_  
(Date)

\*\*\*\*\*

\_\_\_\_\_ APPROVED

\_\_\_\_\_ DENIED

\_\_\_\_\_  
(Director of Spec. Ed.)

\_\_\_\_\_  
(Date)