

THE LIMESTONE DISTRICT SCHOOL BOARD
ELEMENTARY TEACHERS APPLICATION FOR SELF-FUNDED LEAVE (X OVER Y PLAN)

PART A – Employee Information		
Name:	Position:	<input type="checkbox"/> Full-time
Employee ID:		<input type="checkbox"/> Part-time
School:	School Phone Number:	Grade:
Plan Start Date: Sep 1, _____	Type of Plan Requesting:	
	<input type="checkbox"/> Full Year <input type="checkbox"/> Part Year	
Length of Leave Requested		
Full Year Leave:	Part Year Leave:	
<input type="checkbox"/> 2/3 <input type="checkbox"/> 3/4 <input type="checkbox"/> 4/5 <input type="checkbox"/> 5/6 <input type="checkbox"/> 6/7	Term One (Sep – Jan)	
	<input type="checkbox"/> 1/1.5 <input type="checkbox"/> 2/2.5 <input type="checkbox"/> 3/3.5 <input type="checkbox"/> 4/4.5 <input type="checkbox"/> 5/5.5 <input type="checkbox"/> 6/6.5	
	Term Two (Feb – Jun)	
	<input type="checkbox"/> 1.5/2 <input type="checkbox"/> 2.5/3 <input type="checkbox"/> 3.5/4 <input type="checkbox"/> 4.5/5 <input type="checkbox"/> 5.5/6	
Start Date for Leave Period:	For part year leaves only, please provide a second choice in the event that more teachers apply for the same timeframe than are permitted to be off.	
	Second Choice:	
<p>I understand that, except in the case of unforeseen extenuating circumstances, I intend to serve the Board to the end of the completion of the plan and furthermore that I must return to the Board after the period of leave for a period equal to the length of the leave.</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
PART B		
Additional Information:		
Signature of Applicant:		Date:
PART C – COMMITTEE RECOMMENDATION		
Leave Approved: <input type="checkbox"/> Yes <input type="checkbox"/> First Choice <input type="checkbox"/> Second Choice		Date:
<input type="checkbox"/> No		
Signature of Staffing Superintendent or Designate:		Signature of Employee Representative:
Seniority Date (to be completed by Human Resources):		

All applications must be submitted to Joan Gray, Elementary Staffing Specialist by April 1st in order to begin the program for the following September