

Monte Vista School District C-8  
Non-Eligible Personal Leave Exception Request

For District Use Only: Date this request was received: \_\_\_\_\_ Initials: \_\_\_\_\_

Staff member name: \_\_\_\_\_

Please use this form to file an exception for the use of personal leave on those days designated as “non-eligible days.”

This form must be received in the MVSD Administration office no later than *fourteen calendars days* after the first school day following the absence. Please place an “X” in the box that most closely approximates the rationale for this appeal.

- Family Medical Leave Act eligible\*       Jury Duty\*
- Medical event involving employee       Bereavement leave eligible event  
or immediate family member
- Other

In the space below please provide all the information you believe necessary to help the Appeals Team fully understand the circumstances for this exception request. (If space is inadequate please attach additional pages.)

Date(s) of the absence: \_\_\_\_\_ Did supervisor have prior notice:  Yes  No  
Description of rationale for submitting exception application: \_\_\_\_\_

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Team recommendation: Approve: \_\_\_\_\_ Deny: \_\_\_\_\_ Date: \_\_\_\_\_

\*If this application is for FMLA or Jury Duty please attach the notice of approved FMLA Leave or the jury summons verification. If for other reasons provide whatever documentation feel supports your application.