ARCHDIOCESE OF PHILADELPHIA
SECONDARY SCHOOL SYSTEM
PERSONAL LEAVE

DATE OF APPLICATION:_____

Requirements/Conditions:

- minimum 10 years of seniority
- seniority is frozen
- return to department/school that he/she left, or in the absence of such an opening, to position mutually agreed upon by the System and the Association
- one semester or one year
- Group benefit plans at teacher's expense
- may not be used to pursue a teaching, counseling or administrative position in another school or school system

Name:_____
(Last) (First) (Middle)

Address:_____ Telephone:_____

School Presently Teaching:_____

Subject Teaching:_____

Number of years employed in Secondary School System:_____

Please state why you are requesting an unpaid Personal Leave:

_____

_____

_____

I, the undersigned, have read and clearly understand and accept all the conditions and requirements for a Personal Leave.

_____
Signature of Applicant

Please submit applications by **June 30, 2011** to:

Mrs. Theresa Ryan-Szott
Director of Secondary Personnel
Office of Catholic Education
Archdiocese of Philadelphia
222 North Seventeenth Street
Philadelphia, PA 19103