

Lynbrook High School

CERTIFICATED Request for Personal Necessity-Category III (P3) / Comp Time

TO: Maria Jackson, Principal

FROM: _____ DATE: _____

- I would like to request Personal Necessity Leave, Category III, on the following day(s). I understand that this leave is charged against my sick leave and that I am to make arrangements for a substitute through AESOP.
- I would like to use comp time. If you have not accrued the required comp time by date of absence, you will be charged P3.

Date(s) Requested: _____ Period(s) Requested: _____

Entered in AESOP (circle one): YES NO

Substitute Needed (circle one): YES NO

Preferred Substitute(s): _____

Have you already requested a sub and have they agreed to sub for you? YES NO

If yes, name of Sub: _____

Requested By: _____

Your Signature

Please turn in completed form to Jena Rajabally. Once approved by Maria Jackson the original will be placed in your mail slot. Thank you.

For Office Use

Request Noted: _____ Comp time Accrued: _____ Date: _____

Approval: _____

Principal

Date entered/checked Aesop: _____ Date entered on clipboard: _____