Lynbrook High School

CLASSIFIED Request for Personal Necessity - Category III/Float Day/Comp Time

TO: Maria Jackson, Principal

FROM: _____ DATE: _____

- ☐ I would like to request Personal Necessity Leave, Category III. I understand that this leave is charged against my sick leave
- ☐ I would like to request a float day
- ☐ 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

Requested By: _____
Your Signature

Supervisor's Approval: _____

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

Aesop: _____ Clipboard: _____ P3 log: _____ Date: _____