

Windsor Southeast Supervisory Union

Mount Ascutney School District * Weathersfield School District * Hartland School District

Request for Staff Absence

Name of staff member _____ Date of Request _____

School _____

Reason (check ALL that apply)

Sick (Dates: _____)

Professional (Dates: _____)

Teachers are entitled to 3 professional days per year (course/workshop approval form required)
How many professional days have you used to date? _____

Bereavement (Dates: _____)

Teachers and Support Staff are entitled to 5 bereavement days per year
Relationship to staff member: _____

Personal (Dates: _____)

Teachers are entitled to 3 personal days per year
Support Staff are entitled to 4 personal days per year
How many personal days have you used to date? _____

The contracted requirements for Personal Leave are listed below:

The principal/supervisor will be notified forty-eight hours in advance of the intended leave except in cases of emergency. Personal leave may not be taken the day before or the day after vacation or a holiday except with approval of the Superintendent or his/her designee.

Approved

Not Approved

Referred to Special Ed Director

Principal Signature _____ Date _____

For Special Education Staff Only:

Supervisor Signature _____ Date _____

Principal Signature (optional per principal) _____ Date _____

Special Ed Director _____ Date _____

Superintendent Signature _____ Date _____

**required only for personal day requests for the day before or after a vacation or holiday*

Comments: