



Westbury Union Free School District

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DR. TAHIRA A. DUPREE CHASE
Superintendent of Schools

DR. ROGER BLOOM
Assistant Superintendent for Personnel

TO: All Teachers, Teaching Assistants, and Aides

FROM: Dr. Roger Bloom
Assistant Superintendent for Personnel [Signature]

DATE: July 1, 2021

RE: Request for Pre-Approval for Personal Days attached to Holidays and/or Vacations

This form should be completed as soon as you become aware that you require a personal day that is attached to a holiday and/or vacation. The form should be completed and returned to the Personnel Office. Your request will be answered within five business days.

Name: \_\_\_\_\_ School: \_\_\_\_\_

Date of Requested Personal Day \_\_\_\_\_ Time of Day (circle): Full Day 1/2 AM 1/2 PM

Reason for absence (circle): Legal Religious Emergency Family Obligations Other

For "Other," please further explain: \_\_\_\_\_

If you are submitting back-up documentation, please attach to this form

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Dr. Roger Bloom
Assistant Superintendent for Personnel

Date

Approved

[Signature box]

Requires Additional
Information/Back-Up

[Signature box]