




WESTBURY

UNION FREE SCHOOL DISTRICT

Dr. Tahira DuPree Chase
Superintendent of Schools

2 Hitchcock Lane, Westbury, NY 11568
P: (516) 874-1935
E: hr@westburyschools.org

TO: All Administrators, Teachers, Teaching Assistants, and Aides
FROM: Roger M. Bloom, Ed.D.
Assistant Superintendent for Personnel 
DATE: May 17, 2023
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 ½ AM ½ 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: _____

Roger Bloom, Ed.D.
Assistant Superintendent for Personnel

Date

Approved

Requires Additional
Information/Back-Up