



REQUEST FOR ADDITIONAL PERSONAL DAY BEYOND CONTRACTUAL ENTITLEMENT

Additional days, beyond those days allowed, may be granted at the discretion of the Superintendent.
 Any such additional personal leave granted at the discretion of the Superintendent shall be with full pay less than the amount of the prevailing substitute teacher rate of pay.

NAME:	ASSIGNMENT:
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Mackay Maugham Smith Stillman Middle School High School Central Office

Additional Date(s) Requested:	
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In accordance with Article VI, Temporary Leaves of Absence:

1. A Teacher's absence from school for personal or business reasons when not in excess of a total of three (3) school days during the school year for those who have completed less than fourteen (14) years of service in Tenafly or a total of four (4) school days during the school year for those who have completed fourteen (14) or more years of service in Tenafly shall be granted without loss of pay. At the conclusion of the school year any unused personal days shall be converted to the employee's accumulated sick day bank.
2. A Teacher's reason for such leave shall be stated in writing in advance to the building Principal except when extenuating circumstances does not permit advance notification.
3. The exact reason shall be stated unless the reason is considered very personal by the teacher, in which case the word "Personal" may be used.

Please provide details regarding the additional personal days(s) requested below [attach additional paper if necessary]:

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I hereby certify the following:

I am aware of the payroll deduction to cover the cost of a substitute (whether required or not) will be made from the next payroll cycle.

EMPLOYEE SIGNATURE:	DATE:
PRINCIPAL SIGNATURE:	DATE:

SUPERINTENDENT REVIEW

Comments: _____

Approved w/Substitute Rate Deduction Denied

SUPERINTENDENT SIGNATURE: _____ **DATE:** _____