



**REQUEST FOR PERSONAL DAY AROUND HOLIDAY/BREAK**

<b>NAME:</b>	<b>ASSIGNMENT:</b>
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Mackay    Maugham    Smith    Stillman    Middle School    High School    Central Office

**I. Personal day requests the day before and the day after a school break/holiday are considered an exception and require approval by the Superintendent. This form must be submitted to Human Resources for Superintendent review no later than five (5) school days prior to the requested absence in order to provide time for a letter to be sent either denying the request or approving it with a stipulation of a payroll deduction.**

<b>Date(s) Requested:</b>	
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**Please provide details regarding the days(s) requested below:**


**I hereby certify the following:**

- Personal day(s) is a day before or a day after a school break/holiday.
- I have a personal day(s) remaining in my attendance bank of days.
- Request has been submitted to the Superintendent a minimum of five (5) school days prior to the absence.
- 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.

<b>EMPLOYEE SIGNATURE:</b>	<b>DATE:</b>
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**II. Building Principal Review**

<b>PRINCIPAL SIGNATURE:</b>	<b>DATE:</b>
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**III. Superintendent Review**

**Comments:** \_\_\_\_\_

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Approved w/Full Deduction    Approved w/Substitute Rate Deduction    Denied

<b>SUPERINTENDENT SIGNATURE:</b>	<b>DATE:</b>
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For Human Resources Use Only: