

HERMON-DEKALB CENTRAL SCHOOL
DeKalb Junction, New York 13630

NON-PROFESSIONAL PERSONAL LEAVE FORM

NAME _____

LEAVE DATE _____

I hereby affirm that this personal leave is for personal business that cannot be conducted outside of school hours. I further affirm that this leave will not be utilized to extend a vacation, will not be used for any type of union business or union conference, and will not be used for recreation purposes.

Date

Employee Signature

Date

Signature of Superintendent

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