Nyack Union Free School District
13A Dickinson Avenue
Nyack, New York 10960

NAES
PERSONAL DAY FORM

Members will be allowed three (3) personal days which will be deducted from cumulative sick leave.

Personal days are granted exclusively for the purpose of attending to personal business. Examples of reasons are as follows: house closing, civil service conference, adoption proceedings, death of a relative or friend, religious observance, probate of will, birth of a child, graduation of employee or member of employee's immediate family, marriage of employee or member of employee's immediate family. These personal days should not be used for recreation, shopping, etc.

This form must be completed and submitted to the Superintendent of Schools along with a letter of explanation for the request if the personal day(s) meet the following criteria:

Consecutive Days
Immediately Before or Immediately After a Vacation or Scheduled Day Off Superintendent's Conference Day

DATE(S) OF ABSENCE: _____

NAME:_____

POSITION:_____BUILDING:_____

REASON: **(Attach a separate sheet if necessary)**

_____
_____
_____
_____

Employees must report all *personal days* in WinCapWeb and on Absence Management (AESOP)

Your Request is: Approved: ___ Disapproved: ____ Approved without Pay: ___

Reason:_____
_____
_____

Superintendent or Designee's Signature:_____**Date:** _____