Building Bridges for today's students to cross into tomorrow's world with equity, innovation and optimism

NYACK PUBLIC SCHOOLS
Administration Building • 13A Dickinson Avenue • Nyack, NY 10960

UNAFFILIATED
PERSONAL / VACATION DAY REQUEST FORM

NAME: _____

POSITION: _____ BUILDING: _____

REQUEST: ☐ PERSONAL DAY ☐ VACATION DAY

DATE(S) OF ABSENCE: _____

REASON - Personal Days Only:

_____

_____

_____

PERSONAL DAYS

Staff are allowed (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) are consecutive Days immediately before or immediately after a vacation or scheduled day off superintendent's conference day.

EMPLOYEES MUST ENTER PERSONAL AND VACATION DAYS IN WINCAPWEB AND ON FRONTLINE (AESOP).

_____

REQUEST: ☐ Approved ☐ Disapproved ☐ Approved without pay

_____ _____

Superintendent or Designee's Signature **Date**