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

NA
PERSONAL DAY FORM

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, Income Tax Hearing, Retirement Conference, Court appearance for personal reasons, Birth of a child (to include husband, wife, children and grandparents), Graduation of employee or member of employee's immediate family, Marriage of employee or member of employee's immediate family.

PERSONAL DAYS SHOULD NOT BE USED FOR RECREATION, SHOPPING OR THE LIKE.

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) fall immediately before or immediately after a vacation or holiday, consecutive days or if the requested day is a scheduled Superintendent's Conference Day.

Additional days may be granted at the discretion of the Superintendent of Schools. However, the staff member must make the request for additional days in writing.

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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:** _____