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

SRP
PERSONAL DAY FORM

Members will be allowed four (4) personal days which will be deducted from cumulative sick leave.

These personal days will 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 Holiday
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: _____**