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

NYACK PROFESSIONAL SECURITY PERSONNEL

PERSONAL DAY FORM

All members will be allowed two (2) personal days which will be deducted from cumulative sick leave. Three days notice must be given before the requested date. If five days notification is not possible because of an emergency situation the form must be submitted on the date on which the employee returns.

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

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.

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: _____