

**CERTIFIED STAFF**

**NOTICE**

**OF**

**REQUEST FOR PERSONAL LEAVE DAY**

The undersigned does hereby request a personal leave day pursuant to Section 7.4.1 of the Collective Bargaining Agreement which provides:

“At least forty-eight (48) hours prior written notice must be given the Building Principal. In the case of an emergency, the forty-eight (48) hour notice requirement may be waived by the Building Principal. The employee need not give reasons for such use, but it is understood that personal leave can be used only for personal business that cannot be completed beyond the regular work day.”

I request a personal leave day on \_\_\_\_\_.

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date of Submission

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date

Approved       Disapproved