



Custodians

HAVERHILL PUBLIC SCHOOL
HAVERHILL, MASSACHUSETTS

REQUEST FOR LEAVE FOR URGENT PERSONAL BUSINESS

In accordance with Article VII, section C. 1. of the agreement between the Haverhill Custodian Association and the School Committee of the City of Haverhill- Personal Business Leave: Three (3) days per year shall be granted for urgent personal business. Employees shall request and receive written authorization from the Superintendent, or his/her designee, prior taking any allowed personal days. These days shall not be taken from sick leave. Leave for urgent personal business shall not be approved during the first week or the last week of school. Note: a substitute will not be procured for an absence due to an employee's use of his/her third personal day of the year.

Leave for Urgent Personal Business is requested on _____
Date

PRINT NAME _____

SIGNATURE _____

SCHOOL _____

DATE _____

Noted by Supervisor: _____ Date: _____

Noted by Principal: _____ Date: _____

Noted by Superintendent: _____ Date: _____