



Non-Unit

**HVERHILL PUBLIC SCHOOL
HVERHILL, MASSACHUSETTS**

REQUEST FOR LEAVE FOR URGENT PERSONAL BUSINESS

Urgent personal business, up to 3 days, may be taken. If such leave is taken immediately before or after a holiday, the Superintendent may require a statement of the reason why this leave is taken.

**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** _____