



Teachers

HAVERHILL PUBLIC SCHOOL
HAVERHILL, MASSACHUSETTS

REQUEST FOR LEAVE FOR URGENT PERSONAL BUSINESS

In accordance with Article XV, section 1(a) of the agreement between the Haverhill Education Association and the School Committee of the City of Haverhill- **Personal Days: up to three (3) days, except before or after a holiday. If such leave, at that time is necessary the Superintendent must be provided with a written request stating the specific reason for the requested absence with a minimum of ten (10) working days notice prior to the date requested. Any employee absent on the day before or after a holiday without prior approval from the Superintendent will not be paid. Leave will not be taken on a less than full day basis. These days are not to exceed one (1) day per term. If a teacher needs a personal day for urgent personal matters, that individual shall notify the Principal at least 24 hours in advance. Personal days may be denied on state testing days.**

New employees in their first year of employment shall be granted one (1) personal day per quarter, for not more than three (3) days per school year.

Leave for Urgent Personal Business is requested on _____
Date

Is the date requested the day before or after a holiday? () Yes () No

PRINT NAME _____

SIGNATURE _____

SCHOOL _____

DATE _____

To be completed by school office: Please note below any dates used in the current school year.

Term One _____ Term Two _____ Term Three _____ Term Four _____ None _____

() Approved () Denied

Principal: _____ Date: _____

() Approved () Denied

Superintendent: _____ Date: _____