

## Support Staff Personal Day Request

### Sutton Public Schools, Sutton, Massachusetts

This request is submitted pursuant to Article 11; "Other Temporary Leaves of Absence with Pay", Section (4) "Personal Leave"

Employee Name: \_\_\_\_\_

Building: \_\_\_\_\_

Date of Request: \_\_\_\_\_

I am requesting \_\_\_\_\_ day(s) on the following dates: \_\_\_\_\_

- This request should be made 48 hours in advance, whenever circumstances permit.
- Personal leave may not extend vacations or holidays, subject to the interpretations of the Superintendent of Schools.
- Personal leave may not exceed two (2) consecutive days.

Employee Signature: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Rejected: \_\_\_\_\_

Reason: \_\_\_\_\_