

**Wattsburg Area Elementary Center
Personal Day Request Form**

The bargaining unit agreement restricts the use of personal days on certain days during the school year. Specifically, Article 7, Section 4 of the contract reads: "The day before or after Thanksgiving, Christmas and Easter vacations will be restricted. In-service days may not be taken."

Employee Name: _____

Date of Notice: _____

Date of Leave: _____

Employee Signature: _____

Supervisor's Signature: _____

____ Approved

____ Denied