

**Seneca High School  
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. Inservice days may not be taken.”*

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

Date of Notice: \_\_\_\_\_

Date of Leave: \_\_\_\_\_

Is this an Association Day:      Yes      No

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

Supervisor's Signature: \_\_\_\_\_

Approved

Denied