10782 Wattsburg Road
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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 Date

◯ Approved ◯ Denied