

**Haverhill Public Schools
Haverhill School Secretaries Association**

REQUEST FOR LEAVE FOR PERSONAL BUSINESS

As written in the Collective Bargaining Agreement:

ARTICLE V - COMPENSATION DURING ABSENCE

URGENT PERSONAL BUSINESS: Three days per year shall be granted for Urgent Personal Business reasons. These days shall not be taken from Annual Sick Bank Leave. Urgent personal days may not be taken during the first and last week of school, the day before or after a holiday. Employees shall request and receive written authorization from the Superintendent, or his/her designee, prior to taking any allowed personal days.

Leave for Personal Business is requested on (date) _____.

Is the date requested the day before or after a holiday? [] Yes [] No

PRINT NAME _____

SIGNATURE _____

SCHOOL _____

TODAY'S DATE _____

<p>To be completed by the office: <i>Please note below any dates used in the calendar year.</i></p> <p>_____ None _____</p>

<p><input type="checkbox"/> Approved <input type="checkbox"/> Denied</p> <p>Principal _____ Date _____</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Denied</p> <p>Superintendent _____ Date _____</p>
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