

Haverhill Public Schools  
Custodian Association

REQUEST FOR LEAVE FOR PERSONAL BUSINESS

As written in the Collective Bargaining Agreement:

ARTICLE VII: LEAVES/SICK BANK/MERIT ATTENDANCE DAYS

C. Other Leaves

- 1. Personal business leave. Three (3) days per year shall be granted for urgent personal business. Employees shall request and receive written authorization from the Superintendent, or his/her designee, prior to taking any allowed personal days. These days shall not be taken from sick leave. Leave for urgent personal business shall not be approved during the first week or the last week of school. Note: a substitute will not be procured for an absence due to an employee's use of his/her third personal day of the year.

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 \_\_\_\_\_

To be completed by the office:  
Please note below any dates used in the calendar year.

\_\_\_\_\_ None \_\_\_\_\_

- Approved
- Denied

Principal \_\_\_\_\_ Date \_\_\_\_\_

- Approved
- Denied

Superintendent \_\_\_\_\_ Date \_\_\_\_\_