

**EDUCATIONAL SUPPORT PERSONNEL**

**Haverhill Public Schools  
Haverhill Education Association – ESP Unit**

**REQUEST FOR LEAVE FOR PERSONAL BUSINESS**

*As written in the Collective Bargaining Agreement:*

**ARTICLE V: LEAVES**

Personal Business Leave. Educational Support Personnel shall be allowed three (3) days for personal business which can not be transacted outside of school hours with pay. Requests for personal leave shall be filed on a form as approved by the Superintendent and/or his/her designee and is subject to his/her approval. The Superintendent may request from the employee a reasonable explanation for a personal leave request directly before and/or after a holiday or school vacation.

Educational Support Personnel that do not utilize any of their annual allotment of three (3) personal days may convert them to five (5) sick leave 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** \_\_\_\_\_

**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** \_\_\_\_\_