

# Teachers

## Haverhill Public School Haverhill, Massachusetts

### REQUEST FOR LEAVE FOR PERSONAL BUSINESS

#### ARTICLE XV - LEAVES OF ABSENCE

1. In any one school year teachers shall be granted leave with pay for the following purposes:
  - a. Personal Days: up to three days; except-before or after a holiday. If such leave, at that time is necessary the Superintendent must be provided with a written request stating the specific reasons for the requested absence a minimum of ten (10) working days prior to the date requested. Any employee absent on the day before or after a holiday without prior approval from the Superintendent will not be paid. **Leave will not be taken on a less than full day basis.** These days are not to exceed one day per term. If a teacher needs a personal day for urgent personal matters, that individual shall notify the Principal at least 24 hours in advance. Personal Days may be denied on state testing days. If the teacher does not use the three personal days in the school year, those days will be converted into sick days and added to their accruals. **New employees in their first year of employment shall be granted one (1) personal day per quarter, for not more than three (3) days per school 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 \_\_\_\_\_

DATE \_\_\_\_\_

**To be completed by School Office:** *Please note below any dates used in the current school year.*

Term One \_\_\_\_\_ Term Two \_\_\_\_\_ Term Three \_\_\_\_\_ Term Four \_\_\_\_\_ None \_\_\_\_\_

Approved

Denied

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

Approved

Denied

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