

**HAVERHILL PUBLIC SCHOOLS
HPS SUPERVISORY AND ADMINISTRATIVE GROUP**

REQUEST FOR LEAVE FOR PERSONAL BUSINESS

As written in the Collective Bargaining Agreement:

**ARTICLE XI
B. PERSONAL DAYS**

Administrators shall be granted up to three (3) days of personal leave per contract year which may not be utilized before or after a holiday unless the Administrator receives permission from the Superintendent. If such leave is necessary before or after a holiday, 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 Administrator 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 (1) day per term. If an Administrator needs a personal day for urgent personal matters, that individual shall notify the Principal at least twenty-four (24) hours in advance. If a member does not use the three (3) Personal Leave Days during the contract 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 not to exceed three (3) for 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.

First _____ Second _____ Third _____ Fourth _____ None _____

- Approved**
- Denied**

Principal _____ **Date** _____

- Approved**
- Denied**

Superintendent _____ **Date** _____