



Winthrop Public Schools

PERSONAL DAY REQUEST

Name: _____

Position: _____

School: _____

In accordance with the provisions of the applicable collective bargaining unit and school procedures, I hereby request to use a personal day(s)/bereavement leave/Jury Duty on the following date(s):

_____ Date Requested	Check One:	_____ Personal Day	_____ Bereavement	_____ Jury Duty
_____ Date Requested	Check One:	_____ Personal Day	_____ Bereavement	_____ Jury Duty
_____ Date Requested	Check One:	_____ Emergency Personal Day (From Sick Time)	_____ Bereavement	_____ Jury Duty

Employee's Signature _____

Date _____

Per Article XXII, Section 3 of the collective bargaining agreement Personal Leave Section, "reasons for such leave must be made in writing as early as possible and not less than forty-eight (48) hours before such absence whenever possible. If the request is made less than ninety-six (96) hours before the day off, the request must be submitted to the principal, who shall forward the request to the superintendent."

____ Approved ____ Denied _____ Reason

Principal's Signature _____ Date _____

Note: Please refer to the Personal Leave Section of the appropriate collective bargaining agreement covering personal leave. "No request for personal leave will be submitted so as to extend a holiday or vacation period. Exceptions to this paragraph may be granted by the sole discretion of the Superintendent." (Article XXII, Section 3)

____ Approved ____ Denied _____ Reason

Superintendent's Signature _____ Date _____