



# 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:	Personal Day	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 \_\_\_\_\_