

**MENDON-UPTON REGIONAL SCHOOL DISTRICT**

**PERSONAL DAY REQUEST FORM**

**Check One:** PERSONAL\_\_\_ BEREAVEMENT\*\_\_\_ JURY\*\*\_\_\_ VACA\_\_\_ OTHER\*\*\*\_\_\_

\* Bereavement per contract; otherwise use personal time

\*\* Must attach copy of jury duty form

\*\*\* Specify (e.g., comp day, etc.)

NAME: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_

SCHOOL: \_\_\_\_\_ SUBJECT/SPECIALTY/GRADE: \_\_\_\_\_

I am requesting \_\_\_\_\_ day(s) on \_\_\_\_\_

This is my first \_\_\_\_\_ second \_\_\_\_\_ third \_\_\_\_\_ personal day request

\_\_\_\_\_ This is my request for additional personal time that requires explanation (fourth and/or fifth personal day request)

Reason for this request is as follows (or attach a note to the Superintendent of Schools):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ I would like to schedule a meeting with the Superintendent of Schools

I recommend approval \_\_\_\_\_, Principal/Director Date: \_\_\_\_\_

I approve \_\_\_\_\_, Superintendent of Schools Date: \_\_\_\_\_

***The parties do not intend or contemplate that personal days may be used to extend vacation or holiday weekends unless such days are utilized for one of the acceptable purposes stated in the contractual agreement.***