

PERSONAL BUSINESS DAY FORM

Requested Date of Absence _____ AM
 PM

Employee Number _____

Name Date

Principal's Signature Date

Human Resources' Approval Date

Teachers: If this is a day beyond the third personal business day, a day immediately prior to or following a school holiday or vacation, or if you are requesting three consecutive days, you must give a reason for requesting this day.
Reason:

Education/Support Professionals: Personal business days may not be taken the work day prior to or the work day immediately following any vacation day or holiday.

Please submit your form well in advance so the Office of Human Resources can act on your request prior to the date you expect to be absent. Approval is contingent on availability of personal business days.

White - Return to Employee

* Yellow - Personnel

Pink- Employee Retains