



Application for Personal Business Day(s)

Name:							
Date(s) of leave:							
School:	<input type="checkbox"/> AC	<input type="checkbox"/> E	<input type="checkbox"/> M	<input type="checkbox"/> MECC	<input type="checkbox"/> R	<input type="checkbox"/> S	<input type="checkbox"/> W
Grade:	Position:			Sub Needed:			<input type="checkbox"/> Yes <input type="checkbox"/> No

Personal business day(s) shall be used only for business that (a) cannot be conducted outside normal working hours and (b) requires the employee to be present. Please complete this form and give it to your building principal for review. The building principal will return the form to you. You must then complete the second section of the form and forward to the superintendent for final review and approval/denial.

<i>Employee's Signature:</i>	<i>Date:</i>
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Note: Approval by principal does not ensure final approval. Final approval required by the superintendent.

<i>Principal's Signature:</i> <input type="checkbox"/> Approved <input type="checkbox"/> Denied	<i>Date:</i>
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If approved by your building principal, please complete the section below and forward to the superintendent for review and final approval/denial.

Please check the following reason for requesting a personal business day:

- Day before one's own wedding
- Religious holidays
- Death or funeral of close friend or relative not covered under bereavement
- Academic matters relating to graduate programs pre-approved by the District
- Wedding of a member of one's own immediate family
- Emergency situations such as furnace failure, fire, or flooding in the employee's residence which must be handled immediately or personally by the employee during working hours in order to mitigate substantial financial loss or extreme hardship. Emergencies do not include situations such as difficulty getting to work during bad weather. Please specify:

- Other, such as moving day, court appearance or legal matters, attendance at special formal ceremony or school function-involving member of one's own immediate family. Please specify:

<i>Employee's Signature:</i>	<i>Date:</i>
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<i>Superintendent's Signature:</i> <input type="checkbox"/> Approved <input type="checkbox"/> Denied	<i>Date:</i>
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