

Ridgway Area School District

PERSONAL DAY NOTIFICATION

What is the Purpose of the Form?

This form is to be used by any employee to request a personal day.

Who Should File the Form?

The employee requesting a personal day must submit the completed form to the Superintendent's Office.

When Should the Form be Filed?

The form should be filed one week prior to the personal day. If the personal day must be taken due to an emergency, prior approval of the Superintendent must be obtained by telephone. The form can then be submitted by the employee upon his/her return.

Special Notes:

Please notify your principal/supervisor of planned personal days so they may obtain a substitute.

Revised: July 2004

PERSONAL DAY NOTIFICATION

I hereby notify the Superintendent of my intention to be absent from my duties on _____, and request the use of a personal day. -Date(s)-

NOTES: (1) The personal day requested **CANNOT** be taken until this form is signed by the Superintendent and returned to you.

(2) The Superintendent must be **personally contacted** if you are requesting the following classified days:

Emergency Personal Day (Day granted without seven day notification)

Emergency Day – (Day granted for health or family emergency if all personal days have been utilized) NOTE: one sick day is taken for each Emergency Day used.

In the Superintendent’s absence, the Finance Manager or Director of Human Resources must be personally contacted.

I have read and agree to the above.

Building Print or Type Name of Employee

Employee Signature Date

COMMENTS:

SIGNATURE OF SUPERINTENDENT

DATE RECEIVED AND APPROVED

COPIES: One copy remains at the Superintendent’s office, one copy is returned to employee and one copy to Building Principal or Head of Department