HOLLISTON PUBLIC SCHOOLS

PERSONAL LEAVE REQUEST FORM

The intent of Personal Leave is to allow employees time for business or personal commitments that cannot be scheduled at any time other than during a work day. An employee may request Personal Leave as specified in the appropriate bargaining unit's contract.

The Personal Leave Request Form is to be sent directly to the Superintendent. If your request is **NOT** approved, you will be notified. Personal Leave may not be taken on the days immediately before or after a vacation period, holiday weekend, or holiday. The Superintendent may make exceptions. Such decisions are not subject to the grievance procedure.

Personal Leave requests must be submitted at least forty-eight (48) hours in advance. Exemption may be made in cases of emergencies.

The purpose of this Personal Leave request is to attend to business or personal commitments that necessitate my presence and cannot be taken care of at any time other than during the regular workweek.

THE FOLLOWING INFORMATION MUST BE PROVIDED:

_____	_____	_____
Employee Name (Please Print)	Employee Signature	Date of Request

_____	_____	_____
School Building	Date(s) Requested	(Day(s) of the Week

Approved: _____ Not Approved: _____

_____	_____
Superintendent of Schools or Designee	Date

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