

LEYDEN AREA SPECIAL EDUCATION COOPERATIVE

Application for Personal Business Day(s)

Name: _____ Date(s) of Leave: _____

School _____ Position: _____ Grade: _____

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 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 teacher's residence which must be handled immediately or personally by the teacher during working hours in order to mitigate substantial financial loss or extreme hardship. Emergency situations 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 members of one's own immediate family. Please specify:

Employee's Signature

Date

Director's Signature

Date

For Office Use Only

C: Employee file
Employee