

Parsippany-Troy Hills Township Schools



PERSONAL DAY REQUEST FORM

ANY TEACHER WHO WISHES TO USE A PERSONAL DAY ON THE DAY BEFORE OR THE DAY AFTER A HOLIDAY OR SCHOOL RECESS **MUST SUBMIT A WRITTEN REASON ATTACHED TO THIS FORM** TO THE CHIEF OF STAFF. THE REQUEST SHOULD BE SUBMITTED AS SOON AS POSSIBLE PRIOR TO THE ABSENCE.

EMPLOYEE: _____

SCHOOL: _____

I request pursuant to Article XI-A 3. – Personal Business:

No absence for personal business shall be permitted on the day(s) preceding or day(s) following a holiday or school recess except in emergency situations. Such exceptions, wherever practicable, require the prior approval of the Superintendent, or his/her designees. Said approval shall not be unreasonably withheld.

DATE OF PERSONAL DAY: _____

WHICH PRECEDES/FOLLOWS: _____

PRINCIPAL SIGNATURE _____
DATE

• Approved • Denied

CHIEF OF STAFF _____
DATE

• Approved • Denied