



Cafeteria

HAVERHILL PUBLIC SCHOOL
HAVERHILL, MASSACHUSETTS

REQUEST FOR LEAVE FOR URGENT PERSONAL BUSINESS

In accordance with Article XII, section C. of the Collective Bargaining Agreement between the Haverhill Association of School Cafeteria Employees and the School Committee of the City of Haverhill – Urgent Personal Business: All ten (10) month personnel shall be eligible to receive one (1) paid urgent personal business day per year upon submission of the required notification. Employees shall request and receive written authorization from the Superintendent, or his/her designee, prior to taking any allowed personal days.

Leave for Urgent Personal Business is requested on _____
Date

PRINT NAME _____

SIGNATURE _____

SCHOOL _____

DATE _____

Noted by Director of Food Services: _____ Date: _____

Noted by Superintendent: _____ Date: _____