



Secretaries

HAVERHILL PUBLIC SCHOOL
HAVERHILL, MASSACHUSETTS

REQUEST FOR LEAVE FOR URGENT PERSONAL BUSINESS

In accordance with Article V, section 3. of the agreement between the Haverhill School Secretaries Association and the School Committee of the City of Haverhill- Urgent Personal Business: Three (3) days per year shall be granted for urgent personal business reasons. These days shall not be taken from Annual Sick Bank Leave. Urgent personal days may not be taken during the first and the last week of school, the day before or after a holiday. Employees shall request and receive written authorization from the Superintendent, or his/her designee, prior taking any allowed personal days.

New employees in their first year of employment shall be granted one (1) personal day per quarter, for not more than three (3) days per school year.

Leave for Urgent Personal Business is requested on _____
Date _____

PRINT NAME _____

SIGNATURE _____

SCHOOL _____

DATE _____

Noted by Supervisor: _____ Date _____

Noted by Principal: _____ Date _____

Noted by Superintendent: _____ Date _____