



## Administrators

HAVERHILL PUBLIC SCHOOL  
HAVERHILL, MASSACHUSETTS

### REQUEST FOR LEAVE FOR URGENT PERSONAL BUSINESS

In accordance with Article XI Section B. of the agreement between the Haverhill Public Schools Supervisory and Administrative Group and the School Committee of the City of Haverhill – Personal Days: Administrators shall be granted up to three (3) days of personal leave per contract year which may not be utilized before or after a holiday unless the Administrator receives permission from the Superintendent. If such leave is necessary before or after a holiday, the Superintendent must be provided with a written request stating the specific reasons for the requested absence a minimum of ten (10) working days prior to the date requested. Any Administrator absent on the day before or after a holiday without prior approval from the Superintendent will not be paid. Leave will not be taken on less than a full day basis. These days are not to exceed one (1) day per term. If an Administrator needs a personal day for urgent personal matters, that individual shall notify the Principal at least twenty-four (24) hours in advance.

New employees in their first year of employment shall be granted one (1) personal day per quarter not to exceed three (3) for the year.

Leave for Urgent Personal Business is requested on \_\_\_\_\_  
Date

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

SCHOOL \_\_\_\_\_

DATE \_\_\_\_\_

Noted by Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_