



Educational Support Personnel

**HAVERHILL PUBLIC SCHOOL
HAVERHILL, MASSACHUSETTS**

REQUEST FOR LEAVE FOR URGENT PERSONAL BUSINESS

In accordance with Article V, section D. of the agreement between the Haverhill Education Association and the School Committee of the City of Haverhill- Personal Business Leave: Educational Support Personnel shall be allowed three (3) days for personal business, which cannot be transacted outside of school hours with pay. Requests for personal leave shall be filed on a form as approved by the Superintendent and/or his/her designee and is subject to his/her approval. The Superintendent may request from the employee a reasonable explanation for a personal leave request directly before and/or after a holiday or school vacation.

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** _____