



---

**Non-Unit**

**HAVERHILL PUBLIC SCHOOL  
HAVERHILL, MASSACHUSETTS**

**REQUEST FOR LEAVE FOR URGENT PERSONAL BUSINESS**

**Urgent personal business, up to 3 days, may be taken. If such leave is taken immediately before or after a holiday, the Superintendent may require a statement of the reason why this leave is taken.**

**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**\_\_\_\_\_