



**Security Specialists**

**HAVERHILL PUBLIC SCHOOL  
HAVERHILL, MASSACHUSETTS**

**REQUEST FOR LEAVE FOR URGENT PERSONAL BUSINESS**

**In accordance with Article XVII Temporary Leaves of Absence 1. a. of the agreement between the Haverhill Security Specialists and the School Committee - Three (3) days personal leave may be granted subject to the approval of the Superintendent and/or his/her designee whose approval will not be unreasonably withheld. Application for personal leave will be made at least twenty-four (24) hours before taking such leave (except in cases of emergencies). Subject to exceptions by the Superintendent and/or his/her designee, no personal leave shall be requested or granted for the day immediately preceding or immediately following a holiday or a vacation period. Personal leave shall be granted for the purpose of transacting or attending to personal affairs and situations over which the applicant has no control.**

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

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

**SIGNATURE** \_\_\_\_\_

**SCHOOL** \_\_\_\_\_

**DATE** \_\_\_\_\_

**Noted by Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Noted by Principal:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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