



# Haverhill Public Schools

## Unpaid Days

(Submit biweekly with Payroll Timesheets)

Employees **must** exhaust all available personal, sick, or vacation days prior to being charged an unpaid day.

Employees may contact Benefits if they would like to request Sick Bank. If Sick Bank is approved, corresponding unpaid days will be refunded to the employee.

Employee Name: \_\_\_\_\_

School: \_\_\_\_\_ Pay Period: \_\_\_\_\_

Dates Unpaid: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Requires Approval: \_\_\_\_\_

Principal

For Office use only:

Daily Rate: \_\_\_\_\_

Days: \_\_\_\_\_

Total to be unpaid: (\$ \_\_\_\_\_)