



Haverhill Public Schools

Payroll Department

UNPAID DAYS

SUBMIT TO PAYROLL ONLY

(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: \$ _____

of Days: _____

Total to be unpaid: (\$ _____)