

GARDNER PUBLIC SCHOOLS

Personal Day Form

Name: _____

Today's Date: _____

Position: _____

Date(s) Requested: _____

Date(s) Notified: _____

Building: Gardner High School
 Gardner Middle School
 Gardner Elementary School

GALT
 District

Comments: _____

Note: All contractual provisions apply.

GEA (Teachers, ESP's) – 3 days in **full day increments** for religious, personal, legal, business, household or family matters which require absences during school hours (written notice of no less than two business days except in case of emergency).

GEA ESP's - will make every effort to avoid using personal leave during the first two weeks of school, the last two weeks of school, the Thursday or Friday before school vacation, the Monday or Tuesday after school vacation, or on professional days. However, in cases where it becomes necessary for the employee to use this time due to emergencies or other special circumstances, the employee will submit the Personal Day Request to the Principal/ Supervisor for his/ her approval. The Principal/ Supervisor will make every effort to respond to the request as quickly as possible and not be arbitrary or capricious in granting approval. Please enter date(s) **requested** above.

Local 1717 (Clerks, Maintenance) – 3 days in **full or half-day increments** for religious, personal, legal, business, household or family matters which require absences during work hours (written approval by immediate supervisor no less than two business days in advance except in case of an emergency).

Employees with Individual Contracts – Individual contract provisions apply.

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____