

# Personal Day Request

Sutton Public Schools  
383 Boston Road  
Sutton, MA 01590

This request is submitted pursuant to  
Article V, Section B4, Personal Leave p.15

Teacher Name: \_\_\_\_\_

Building: \_\_\_\_\_

Date of Request: \_\_\_\_\_

As of this date I have \_\_\_\_\_ personal day(s) to my credit per the contract.

I am requesting \_\_\_\_\_ day(s) on the following dates: \_\_\_\_\_

- This request should be made 48 hours in advance, whenever circumstances permit.
- No more than 10% of the building staff will be permitted to avail themselves of personal leave at any time.
- Personal leave may not extend vacations or holidays, subject to the interpretation of the Superintendent of Schools.
- Personal leave may not exceed two (2) consecutive days.

Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Superintendent of Schools must approve personal leave that extends vacations or holidays.

Superintendent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_