

Putnam Valley Central School District
Putnam Valley, New York 10579

Administrative Personal/Vacation Day Request Form

All 12-month employees may take four (4) days of personal leave per year without loss of pay. All School Calendar and 10-month employees may take three (3) days of personal leave per year without loss of pay. When possible, seventy-two (72) hours notice will be given for all personal leave. Personal leave shall not be taken on those days immediately before or following a holiday or vacation unless it is previously approved by the Superintendent on the basis of a written application setting forth the reason for the leave. Unused personal leave days will be added to the accumulated sick leave at the end of each year.

Name: _____ requests _____ - _____
Date(s) Requested

To be used for Personal Leave:

_____ # Days Requested _____ Balance left after request

_____ # Pre or Post Holiday Days

To be used for Vacation Days:

_____ # Days Requested _____ Balance left after request

Signature of Employee

Date

Signature of Supervisor

Date

Request: ☐ approved ☐ denied

Reason for denial: _____

***Please remember that it is recommended that all personal leave be requested
72 hours in advance of the date to be used.***