

Putnam Valley Central School District
Putnam Valley, New York 10579

CSEA Personal/Vacation Day Request Form

In accordance with CSEA contract, Article X; Section A: Personal Leave:
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 (12 month employees only):

_____ # Days Requested _____ Balance left after request

Signature of Employee

Date

Signature of Supervisor

Date

Signature of Superintendent

Date

(Only required if request falls into category in box above)

Request: approved denied

Reason for denial: _____

Once approved, you may record your absence on Aesop.

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