

Putnam Valley Central School District
Putnam Valley, New York 10579

PVFT Personal Day Request Form

In accordance with PVFT contract, Article VI; Section C; Subsection 8: Personal Leave:

The following days may be taken without loss of pay:

- a. Three (3) days for personal business. **A written request for personal days must be submitted at least five (5) school days prior to the date of the leave, except in emergency situation.**
 - a. No reason need be given for one (1) of the personal days
 - b. A request for two (2) of the days must state a reason. A denial of any request for these two (2) days must not be unreasonable and must also state the reason for denial.
 - c. Personal business days may not be taken the day prior to or the day following a holiday or vacation without special permission. In the event approval is granted, two (2) days will be deducted for each one (1) personal day taken.
 - d. It is suggested that personal days be taken to conduct business that cannot be accomplished after school hours. Examples would be court appearances, house closing, etc.

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

Reason for 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
5 days in advance of the date to be used.**