

**EASTPORT/SOUTH MANOR CENTRAL SCHOOL DISTRICT**  
**149 Dayton Avenue**  
**Manorville, New York 11949**

**NON-INSTRUCTIONAL STAFF REQUEST FOR PERSONAL DAY**

(To be filed with Supervisor)

Employee's Name: \_\_\_\_\_ Date Request Submitted: \_\_\_\_\_

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

Date(s) of Personal Day(s) Requested: \_\_\_\_\_

Reason (when applicable): \_\_\_\_\_

**PERSONAL DAYS**

1. Personal leave shall be defined as time off necessitated by circumstances in which the scheduling of required business or attendance is not within the control of the employee and cannot be planned or taken care of at another time, nor used for gainful employment.
2. Employees requesting personal days immediately prior to or immediately after extended vacations or holidays must provide specific reasons to request use of such personal day(s).
3. Whenever possible, except in emergencies, requests for personal days shall be submitted in writing to the employee's immediate supervisor at least forty-eight (48) hours in advance in order to ensure adequate time for processing.
4. **If you have any questions about the number of personal days you have available, contact the Personnel Office.**

I hereby request a personal day(s) as per the current applicable contract.

Employee's Signature: \_\_\_\_\_

Noted by Supervisor \_\_\_\_\_ Date: \_\_\_\_\_

Comment: \_\_\_\_\_

\_\_\_\_\_  
APPROVED

\_\_\_\_\_  
NOT APPROVED

Superintendent/Designee: \_\_\_\_\_ Date: \_\_\_\_\_

Comment: \_\_\_\_\_

cc: Immediate Supervisor  
Employee File  
Attendance  
Substitute Coordinator

Personal Allotment 20\_\_\_\_/\_\_\_\_ = \_\_\_\_\_ Days  
Used incl. this request: - \_\_\_\_\_ Days  
Balance Due: \_\_\_\_\_ Days