

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

**INSTRUCTIONAL STAFF REQUEST FOR PERSONAL DAY** (To be filed with the Building Administrator)

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

Building: \_\_\_\_\_ Tenured? (circle one) Yes No

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 teacher and cannot be planned or taken care of at another time, nor used for gainful employment.
2. Instructional staff members requesting personal days immediately prior to or immediately after extended vacations or holiday 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 Building Principal at least forty-eight (48) hours in advance in order to ensure adequate time for processing.
4. **Instructional Staff members are responsible for monitoring the number of personal days they have available. Tenured teachers receive 3 personal days per year; probationary teachers receive 2 personal days per year. If you have any questions about the number of 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 Building Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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

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

cc: Building Administrator  
Employee File  
Substitute Coordinator  
Attendance

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