

WEST HAVEN DEPARTMENT OF EDUCATION

"Schools Committed To Excellence"

William T. Blake Administration Center
25 Ogden Street
West Haven, Connecticut 06516



Personal Business Day / Other Request Form

Date Submitted _____

Date(s) Requested _____

Dear Administrator _____ :

I wish to request _____ day(s) for _____ Personal Business Day

_____ Court Day (Attach any documents)

_____ Funeral Day (Relationship: _____)

_____ Religious Day (Certified Staff only)

A GUIDE OF GENERAL REASONS FOR PERSONAL BUSINESS DAY REQUEST

To attend to personal business matters.

To attend to legal matters.

To attend to bank matters.

One's own graduation or that of a close relative.

Birth of one's child.

Need to accompany an immediate family member to and from the hospital.

Sudden emergencies, i.e., household, transportation, etc.

Real Estate transactions involving one's own property.

Your marriage or that of a close relative.

Personal business days are to be utilized only for matters that cannot be attended to at any other time.

EMPLOYEE'S SIGNATURE

PRINT NAME / SCHOOL

Administrator's Comments _____

SIGNATURE OF ADMINISTRATOR

(THE FOLLOWING IS FOR CERTIFIED STAFF)

If the requested day is immediately before or after a holiday or vacation period the teacher must also complete the following:

I, the undersigned, hereby swear or affirm that the personal day herein will not be used for vacation purposes, I will have defrauded a public community and, therefore, shall be subject to disciplinary action up to and including termination.

TEACHER'S SIGNATURE

SWORN AND SUBSCRIBED TO before the undersigned officer this _____ day of _____, 20____.

CENTRAL OFFICE

APPROVED NOT APPROVED

NOTARY/COMMISSIONER
OF THE SUPERIOR COURT

MY COMMISSION EXPIRES _____