

NAME: _____

SCHOOL: _____

DATE: _____

**WAYLAND PUBLIC SCHOOLS
Wayland, Massachusetts 01778**

REQUEST FOR PERSONAL LEAVE

From the Agreement Between the Wayland School Committee and the Wayland Teachers' Association Inc., Article VII Section B. Personal Leave (page 9): *"Absences may be requested of the Superintendent of Schools for religious, legal, business, household, or family matters which require the teacher's absence during the workday. Any such request should reach the principal for forwarding to the Central Office at least two (2) weeks prior to the requested day or days of absence. A personal day may be granted...for business occasions which cannot be scheduled except during school hours. 'Highly personal' is a valid reason but must, if requested by the Superintendent or his/her designee, be discussed in advance with, at the discretion of the teacher, the Superintendent or Assistant Superintendent. If an employee's reason for requesting personal leave also qualified the eligible employee to use the Small Necessities Leave, personal leave and Small Necessities Leave shall run concurrently."*

DATE(S) OF ABSENCE FROM WORK: _____

SPECIFIC REASON FOR PERSONAL LEAVE REQUEST:

SIGNED: _____

Received by PRINCIPAL _____ Date

Principal's Recommendation: _____

Approved by ASSISTANT SUPERINTENDENT _____ Date