

**LEVITTOWN SCHOOL DISTRICT
"SUCCESS FOR EVERY STUDENT"**

REQUEST FOR BUSINESS DAY

INSTRUCTIONAL – NON-INSTRUCTIONAL STAFF

TO: Debbie Rifkin, Assistant Superintendent For Human Resources

FROM: _____ POSITION: _____

SCHOOL: _____ DATE REQUESTED: _____

HALF AM _____ HALF PM _____ FULL _____

I have indicated the reason for this request by checking one of the areas listed below:

- | | |
|---------------------------------------|---|
| 1. Religious Holiday _____ | 7. Closing title to a home _____ |
| 2. Illness In Immediate Family* _____ | 8. Moving _____ |
| 3. Death In Immediate Family* _____ | 9. Emergency/Accidents _____ |
| 4. Marriage (Your Own) _____ | 10. Breast/Cervical/Prostate Cancer Screening** _____ |
| 5. Necessary Court Appearance _____ | 11. Other *** _____ |
| 6. Jury Duty (no charge) ** _____ | |

NOTE: * *Immediate family means spouse, parent, child, grandparents, mother-in-law, father-in-law, brother or sister.* ***If you are going for cancer screening, you must submit the cancer screening form with the doctor's signature and stamp after the appointment to get your credit back. For Jury duty please submit proof asap.* ****Please provide explanations on back of form or by separate letter. In certain instances, for any of the above, verification may be requested by the Personnel Office.*

Signature Date

Personal leave may not exceed five (5) working days annually and must be arranged at least two working days in advance. Permission must be received prior to the date requested in order for you to be absent with pay. Complete the form in duplicate and forward to the Assistant Superintendent for Human Resources for approval.

Building Principal

I am aware of the above request for a business day.

(Principal or Director)

PERSONNEL OFFICE:

Request is:

Granted Denied

Assistant Superintendent For Human Resources Date