LEVITTOWN SCHOOL DISTRICT
"SUCCESS FOR EVERY STUDENT"

REQUEST FOR BUSINESS DAY

INSTRUCTIONAL – NON-INSTRUCTIONAL STAFF

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

NOTE: **** Immediate family means spouse, domestic partner, parent, child, grandparents, grandchild, mother-in-law, father-in-law, brother, sister, aunt or uncle. **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 Human Resource Office.* *****In the case of a school closure, business days already scheduled will be credited back upon receipt of a written request to the Human Resource Department*****

_____ _____

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 Administration for approval.

_____

Building Principal

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

_____

(Principal or Director)

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