

HUNTINGTON UNION FREE SCHOOL DISTRICT
Huntington, New York 11743

PERSONAL BUSINESS DAY FORM
for
INSTRUCTIONAL PERSONNEL

DIRECTIONS:

1. **Applicant must register their request for a Personal Day on AESOP**
2. **Print, complete and present this form directly to the Principal's office**

To: _____ From: _____

Please be advised that I plan to take a personal business day on _____ for the following reason that cannot be handled outside of regular work time:

IF IT IS A "NON-REASON" PERSONAL DAY, COMPLETE THIS PORTION: (2 permissible)	
{ } FAMILY	{ } RELIGIOUS
{ } LEGAL	{ } PERSONAL ACCIDENT EMERGENCY
IF IT IS A "REASON" PERSONAL DAY, COMPLETE THIS PORTION: (2 permissible)	
{ } HOUSE CLOSING	{ } FUNERAL OF NEAREST RELATIVE OR CLOSE FRIEND
{ } COURT APPEARANCE	{ } EMERGENCY ARRANGEMENT FOR NURSING HOME, HOSPITAL, ETC.
{ } TAX AUDIT	{ } EMERGENCY REPAIRS REQUIRING IMMEDIATE ATTENTION (Heating, Plumbing, etc.)
{ } PRE-TRIAL HEARING	{ } ROBBERY OR THEFT
{ } ARREST	{ } FIRE IN HOME OR ON THE PROPERTY
{ } ARREST OF FAMILY MEMBER	{ } EMERGENCY TRANSPORTATION PROBLEMS
{ } WEDDING OF FAMILY MEMBER	{ } RELIGIOUS OCCASIONS
{ } GRADUATION OF CHILD, PARENT, SIBLING, SPOUSE, NEAREST RELATIVE	
<p>Please note: <u>Verification</u> should accompany the request for any "reason" personal day if requested by the administration. If the personal day is the result of a personal accident emergency, verification should be presented after the absence if requested by the administration. No additional reasons should be added to this form.</p>	

Applicant's Signature

Date

Administrator's Signature

Date

Note: Attach to Permanent Payroll Record