



HUNTINGTON UNION FREE SCHOOL DISTRICT
Huntington, New York 11743

INSTRUCTIONAL STAFF REQUEST FORM

_____ CONSECUTIVE PERSONAL/BUSINESS DAYS

_____ PERSONAL DAY ATTACHED TO SCHOOL VACATION DAYS

Please be advised that as per the new collective bargaining agreement, all teachers who plan to take consecutive personal days or a personal day before or after a vacation, must have written consent from the Superintendent of Schools.

Employee Name

Building(s)

Date(s) requested: _____

Please outline below the reason for the requested absence:

Please note: Documentation supporting the request must be submitted with request form.

Applicant's Signature

Date

Superintendent's Signature

Date

_____ Approved

_____ Denied

Date Returned _____ cc: Building Principal
Payroll