

**HUNTINGTON UNION FREE SCHOOL DISTRICT
Huntington, New York 11743**

**PERSONAL BUSINESS DAY FORM
FOR
NON-INSTRUCTIONAL PERSONNEL**

Please print: Applicant must present this form directly to the Administrator.

To: _____ From: _____

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

(3 permissible)			
{ } Family	{ } Legal	{ } Religious	{ } Personal Accident Emergency

Applicant's Signature

Administrator Signature

Date

Date

Note: Attach to Permanent Payroll Record