OTSEGO PUBLIC SCHOOLS
Personal Business Day Request Form for Teachers
(All other employees should use the Absence Request Form)

ABSENCE DUE TO:

- Illness – self
- Illness – family
- Death in Immediate Family (Must use Personal Day for non-immediate family)
- Admin Request
- Vacation
- Unpaid – deduct from pay
- Other – Explain: ____________________________________________

Employee: _____________________

Day and Date of Absence: ________________

Substitute required: Yes _____ No ______

All day: _____ A.M. _____ P.M. _____ Sub Arrival Time _____ (If P.M. checked)

This is my 1st _____ and/or 2nd _____ and/or 3rd _____ personal business day. If second or third, previous days were used on ___________________ and ____________________.

If this request is less than five (5) days from date of leave, reason for emergency request:

___________________________________________

Employee’s Signature: ______________________ Date: __________________

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The following information to be completed by office staff.

Date Received: __________________ Time: __________________

Your request is

- [ ] Approved
- [ ] Denied – Reason
- [ ] Exceeds 10% of professional staff in building
- [ ] Exceeds 5% of professional staff in building before/after holiday or first or last day of a marking period.

Other: __________________________________________

Administrator’s Signature: __________________ Date: __________________

Send to Dawn Cook, Administration Office and place a copy in employee’s file at building assignment.

Rev 1/2014