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***PERSONAL DAY NOTIFICATION FORM***

*Although according to Contract, teachers no longer need to request a personal day, please use this form to notify your principal/supervisor that you will be out, with, except in the case of emergency, 72 hours' notice. As a reminder personal leave shall not be granted for successive days nor on the school day before or after a holiday or vacation period, except with prior approval of the Superintendent. Thank you for your cooperation.*

TODAY'S DATE \_\_\_\_\_

NAME \_\_\_\_\_

SCHOOL \_\_\_\_\_ POSITION \_\_\_\_\_

DATE OF PERSONAL DAY \_\_\_\_\_

STAFF SIGNATURE \_\_\_\_\_

***For Office Use Only:***

PRINCIPAL'S/SUPERVISOR'S SIGNATURE \_\_\_\_\_

DATE RECEIVED \_\_\_\_\_

SUPERINTENDENT'S/DESIGNEE'S SIGNATURE \_\_\_\_\_

***Please forward the completed form to payroll @ salemk12.org***