



SOUTH BERGEN JOINTURE COMMISSION

A district whose classrooms are not defined by walls;
whose students are not defined by their classifications.

BOARD OF EDUCATION

500 Route 17 South, Suite 307
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(T) 201-393-0475
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of personal days taken: _____

OUTREACH CERTIFICATED STAFF REQUEST FOR PERSONAL LEAVE

Name: _____

School: _____

Date of Filing Request: _____

Date(s) Requested: _____

Requests for personal leave must be made in writing to the Superintendent at least three working days in advance, except in an emergency, in which case the three (3) day period may be waived by the Superintendent. In such a case, a more specific explanation is required below.

Personal days shall be approved immediately preceding or following a school holiday or vacation period only under emergency circumstances at the discretion of the Superintendent.

Staff Member's Signature

Approved Disapproved Other

Building Administrator/Supervisor Signature

Comments _____

Approved Disapproved

Superintendent's Signature