



# SOUTH BERGEN JOINTURE COMMISSION

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

## BOARD OF EDUCATION

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# of personal days taken: \_\_\_\_\_

### 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, vacation period or weekend 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