



THE NEW YORK CITY DEPARTMENT OF EDUCATION

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Personal Business Absent Request

UFT Contract: Article 16. Section A 11:

“Days off for personal business are intended to be used only for personal business which cannot be conducted on other than a school day and during other than school hours.”

“Reasonable advance notice is given to the head of the school.”

GENERAL REASONS FOR PERSONAL BUSINESS DAY REQUESTS

- To attend to personal business matters
- To attend to legal matters
- To attend to bank matters
- One’s own graduation or that of a close relative
- Birth of one’s child
- Real estate transactions involving one’s own property

Name of Staff: _____

Date Submitted: _____

I wish to request _____ day(s) for _____ Personal Business Day

_____ Court Day (Attach documents)

_____ Funeral Day (Relationship: _____)

_____ Religious Day

Date(s) Requested: _____

Please provide a brief description of why you are requesting a personal business day. Attach all relevant documentation to this form prior to requesting approval.

Approving Administrator: _____ Date: _____