

**GATEWAY REGIONAL SCHOOL DISTRICT
ADVANCE REQUEST FOR ABSENCE**

SECRETARIAL STAFF

A total of one (1) personal day may be taken from May 1 through June 30 of any one (1) school year. Any exception to these conditions will be in the sole discretion of the Superintendent of Schools. The Superintendent must approve any personal days taken before or after a holiday or scheduled school vacation in advance.

I _____ am requesting:
Name of Employee

A personal day on _____ A half personal day on _____

A sick day on _____ A half sick day on _____

A vacation day on _____ A half vacation day on _____

A religious holiday on _____ A half religious holiday on _____

A bereavement day on _____ A half bereavement day on _____

Jury duty on _____ (attach copy of jury duty notice)

A professional day on _____ A half professional day on _____

Reason: _____

To be absent without pay on _____

Signature of Staff Member

Date Requested

Signature of Supervisor

Date Approved

Signature of Superintendent (if necessary)

Date Approved

Substitute: _____

Approved

Not Approved