

**Hermon School Department**  
**Personal Leave Request Form**

Negotiated Agreement: Hermon School Committee and  
Hermon Teachers Association

Article VI(H)—Personal Leave

*Three (3) days each year shall be provided, subject to the approval of the Superintendent, for urgent and compelling reasons of a non-recreational nature. Teachers requesting personal leave will complete a personal leave request form (Appendix D) indicating the nature of the business as "legal," "religious," "family," or "other." The Superintendent may request further explanation for legal, religious, or family matters, but further explanation is required if a teacher indicates "other." Because personal days are not intended to extend holidays and vacations, any day(s) preceding or following holidays and vacations will not be approved as personal days. To change the date of an approved personal day, the teacher must provide documentation that the urgent and compelling reason for the request has been changed. Days taken as unpaid days do not count as a personal day but as an "other leave" day.*

*Teachers may not carry forward unused personal days.*

Application Date: \_\_\_\_\_

Teacher: \_\_\_\_\_

School: \_\_\_\_\_ Grade/Subject: \_\_\_\_\_

Requesting: Date \_\_\_\_\_ Day of Week \_\_\_\_\_

I certify that the reason is as follows (*check one*):

LEGAL     RELIGIOUS     FAMILY     OTHER

If **OTHER**, please state reason: \_\_\_\_\_

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Not Approved

\_\_\_\_\_  
Approved without Pay

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Teacher

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