

Bourne Public Schools

36 Sandwich Road
Bourne, MA 02532
508.759.0660
508.759.1107 (fax)

Administrative Assistant Request for Compensatory Day of Absence

Compensatory Day cannot be requested or used until after attendance at staff orientation day before the start of school.

Only one (1) School Year Administrative Assistant per building will be on a compensatory day off. **Compensatory Day** may not be taken on another day when a workshop is scheduled.

Compensatory Days shall be granted on a first come, first served basis with mutual agreement between the bargaining unit members and the building principal. **Compensatory Days** are not cumulative.

Name: _____

School: _____

Date Requested for Compensatory Day: _____

Signature of Employee

Date

Your request for a Compensatory Day of absence as indicated above is

Approved Not Approved.

Building Principal

Date

Your request for a Compensatory Day of absence as indicated above is

Approved Not Approved.

Superintendent

Date

