

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

Request for Single Personal Day of Absence

Can only be utilized once in a school year per CBA

INSTRUCTIONS: This form is to be submitted electronically to the Principal.

Name: _____

School: _____

Date Requested: _____ Full: _____ Half: _____

Are the dates you request to be absent seven days subsequent to the date on which your request is being filed? Yes No

Reason for Personal Day: (please check one)

- Imperative personal legal business
- Imperative household matters
- Imperative family matters

Have you been granted other Personal Days during the current school year? Yes No
If yes, how many? _____

Signature of Employee

Date

Your request to be absent from your school duties for Personal Reasons as indicated above is:
 Approved Not Approved.

Principal

Date

