

**Bourne Public Schools  
36 Sandwich Road  
Bourne, MA 02532  
508.759.0660**

**Teacher Request for Single Personal Day of Absence**  
***UNRESTRICTED***

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

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

\_\_\_\_\_  
Principal

