

**WORCESTER COUNTY PUBLIC SCHOOLS**

**PERSONAL BUSINESS LEAVE REQUEST**  
**(NON-CERTIFICATED)**

Each non-certificated employee shall be entitled to three (3) days of personal business leave per year without loss of salary exclusive of sick leave. Personal business leave days cannot be used for recreation, vacation, or shopping. Only one non-certificated employee may be absent from a school at any one time for this reason. More than one could be absent when, if in the judgment of the principal/supervisor, the conditions warrant it. The employee requesting use of personal business leave will not be required to state the reason for such leave.

Requests for personal business leave for two or more consecutive work days and on the day preceding or following a holiday or Superintendent approved leave must be made in writing to the Superintendent of Schools. The Association and the Board agree that personal business leave will not be granted for recreation, vacation, or shopping. The decision of the Superintendent will be final.

Unused personal business leave days will be converted to cumulative sick leave at the end of each school year.

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Name \_\_\_\_\_ School \_\_\_\_\_

In accordance with the above agreement, I am requesting to use personal business leave on the following date(s):

\_\_\_\_\_ Day One                      \_\_\_\_\_ Day Two                      \_\_\_\_\_ Day Three

Please state reason(s) **only** if preceding or after a holiday:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Employee's Signature                      \_\_\_\_\_ Date

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\_\_\_\_\_ Principal's Signature                      \_\_\_\_\_ Date

**PLEASE NOTE:** ALL REQUESTS PRECEDING AND FOLLOWING HOLIDAYS AND REQUESTS FOR TWO OR MORE CONSECUTIVE WORK DAYS MUST BE SUBMITTED TO THE OFFICE OF THE SUPERINTENDENT FOR APPROVAL.