



Porter Township School Corporation

CLASSIFIED STAFF REQUEST FOR PERSONAL BUSINESS DAY

Personal business leave days are credited to eligible employees as of the date of employment and may be used for absence from work, without loss of compensation, for the transaction of personal business and/or the conduct of civic affairs which cannot otherwise be completed outside of regular work hours.

Employees must submit a written request to their supervisor to use their personal business leave preferably at minimum three (3) days prior to the requested date of leave.

Employees must submit a written request, and obtain prior approval from their supervisor at least five (5) work days before the requested date(s) if the requested date(s) are immediately before or after a school break or holiday. Based on staffing, building safety, and/or effective building operations, this request may be denied.

PLEASE COMPLETE THE INFORMATION BELOW AND SUBMIT THIS FORM TO YOUR SUPERVISOR

THIS FORM IS FOR CLASSIFIED STAFF ONLY

I am requesting a Personal Business Leave Day on _____

The reason for the absence is _____

The necessity for the absence is _____

Building _____

Employee's Name (please print) _____

Employee's Signature _____ Date _____

Signature of Supervisor _____ Date _____



APPROVED



UNAPPROVED

Signature of Superintendent _____ Date _____