

Office of the Superintendent

Northborough Public Schools

Unit A Personal Day/Religious Holiday Request Form

In accordance with Article XIV, Sections A (1) & (2), I _____
am requesting to be absent on _____. This request falls into one or more of the
following categories (check all applicable):

_____ Personal day immediately preceding or following a vacation or holiday – *48 hours in advance*

_____ Religious holiday – *10 school days in advance*

This absence during school hours is required for:

_____ legal business _____ personal business _____ household matters

_____ family matters _____ sincerely held religious belief

NOTE: Please refer to your Collective Bargaining Agreement for further information

Employee Signature

Date

Superintendent of Schools Signature

Date