

Personal, Professional or Jury Day Request

RETA Members

Name	School	Date Requested*	Full Day	Half Day
No Sub Required (please check box) <input type="checkbox"/>				
Date Submitted <i>(must be 3 work days in advance except in case of bereavement or unforeseeable emergencies)</i>				
Please circle the category of use:				
Personal		Professional		Jury Duty <small>(Verification of service must be submitted following duty.)</small>
Please state reason :**				
<i>In exceptional cases, a staff member will be granted a personal day without disclosing the reason.</i>				
<small>*Personal leave cannot be used to extend a vacation or holiday except in cases of bereavement or religious holidays.</small>				
<small>**RETA Contract Language on Personal Days: All members of the unit shall be entitled to the following leaves of absence, with full pay, at the discretion of the Administration: Personal and/or legal reasons; illness in the immediate family; visiting other schools; death in the immediate family or attendance at funerals; religious holidays; attendance at graduation exercises for self, spouse, son or daughter; attendance at professional conferences or institutions of an educational nature.</small>				
_____		_____		
Employee's Signature		Date		
<p align="center"> <input type="radio"/> Your request has been approved. <input type="radio"/> Your request has not been approved. </p>				
Comment:				

_____		_____		
Supervisor's Signature		Date		