COHASSET PUBLIC SCHOOLS

Personal Day Leave Notification

Section A. A teacher will be entitled to three (3) days personal leave in each school year for personal business that cannot be accomplished during non-school hours. The following are acceptable personal day categories:

- PERSONAL
- FINANCIAL
- LEGAL
- MEDICAL
- FAMILY
- PROFESSIONAL
- EXTENUATING CIRCUMSTANCES

No Personal Day may be taken on the day before or the day after a vacation or holiday, or the conference days before the opening of school or on the days teachers are required to be present to finish the year’s work, unless the scheduling of the particular matter on such date is beyond the teacher’s control.

There shall be no accumulation of personal leave.

Absent emergencies or unforeseen circumstances, written application for personal leave, on a form provided by the Superintendent at least five (5) work days before taking such leave. Leave reasons are subject to review if warranted.

This Personal Day: (check one)

☐ Is Contractually Acceptable
☐ Requires Superintendent Approval

#____ of 3 days allowable

I will make an appointment with the Superintendent.

Date submitted: ________________ Date(s) of leave: ____________________________

Reason: (choose one from above) ____________________________________________

Print your name: ________________________________ School: ________________

Your Signature: __________________________________________________________

Is substitute required? ______ Yes _______ No

Principal’s Acknowledgment: ___________________________ Date: ______________

Superintendent’s Signature: ___________________________ Date: ______________

Please inform the building administrator of your intent of the leave. You MUST follow the attendance procedure if coverage is needed.