

WILSON AREA SCHOOL DISTRICT

Yellow

**Request for Personal Day
Support Staff**

(This form must be submitted to the Principal or Immediate Supervisor in advance)

Name _____

Date of Personal Day _____

Building _____

Check one below:

Date of Submission _____

_____ full day

_____ 1/2 day A.M.

_____ 1/2 day P.M.

The employer will provide one (1) personal day each year at the employee's discretion. If unused, the personal day may be carried over to the succeeding school year and used at that time. Employees may accrue a maximum of two (2) personal days. If unused after being carried over into the succeeding year, the personal day shall be credited to accumulated sick leave.

Supervisor/Principal Approval _____

Date _____

Superintendent's Approval _____

Date _____