

## Personal Day Request for Extension of School Vacation (2/2019)

Per CUSE Teacher Contract (Article 17B) extensions of a school holiday, recess or vacation requires prior approval from the Superintendent. Requests must be made in writing at least 30 days prior to the proposed leave. All requests are subject to approval by the Superintendent. Use of this form constitutes written notification. Please print and submit form to the Superintendent's office within the 30-day timeframe. Thank you.

Requestor:

Requested dates of extension:

Rationale and explanation for the extension request:

Date request submitted to Superintendent:

Superintendent decision: Signature/ date:

Approval date:
Disapproval date:
Rationale:

