

NORTH TONAWANDA CITY SCHOOL DISTRICT
NOTICE OF INTENT TO USE PERSONAL LEAVE

Name: _____
BUILDING: _____

I intend to use a Personal Leave day on: _____
My signature certifies that use of such a day is intended to accomplish urgent personal business, which cannot be transacted except during work hours on the day noted above.
(Not applicable to teachers during 2016-2017 school year)

Signature: _____
DATE: _____

Received by: _____
(Administrator)

DATE: _____

For Central Office Use Only

Approved	Date	Denied	Date
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Reason for Denial:

(Administrator)

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(Administrator)

**2016-2017 FISCAL YEAR
NORTH TONAWANDA CITY SCHOOL DISTRICT**

REPORT OF ABSENCE

Name: _____ LOCATION: _____
Signed: _____ DATE: _____

CHECK TYPE OF ABSENCE:

- | | |
|---|--|
| <input type="checkbox"/> (S) Sick | <input type="checkbox"/> (O) Conference |
| <input type="checkbox"/> (WC) Workers Compensation
<small>(deducted from sick time)</small> | <input type="checkbox"/> (V) Vacation |
| <input type="checkbox"/> (P) Personal*
<small>(3 days advance notice to be given)</small> | <input type="checkbox"/> (M) Military |
| <input type="checkbox"/> (BF) Bereavement Family:
<small>relationship: _____</small> | <input type="checkbox"/> (CS) Cancer Screening
<small>Hours: _____</small> |
| <input type="checkbox"/> (B) Bereavement Other
<small>(deducted from personal days)</small> | <input type="checkbox"/> (D) Deduct Day |
| <input type="checkbox"/> (J) Jury Duty
<small>(requires certification note)</small> | <input type="checkbox"/> (K) Sick bank use |
| <input type="checkbox"/> (CT) Court Appearance | <input type="checkbox"/> (U) Union Business |
| <input type="checkbox"/> (X) Other Miscellaneous:
<small>Please note what it is:
_____</small> | <input type="checkbox"/> (C) Compensatory Time Used**
<small>Hours: _____</small> |

Enter Dates:

1st WEEK: _____ 2nd WEEK: _____

M	T	W	R	F	M	T	W	R	F

REPORT IS TO BE FILED WITH SUPERVISOR IMMEDIATELY UPON RETURN FROM ABSENCE AND PERSONALLY SIGNED BY THE EMPLOYEE.

* Members of CSEA Clerical, Nurse, & Teacher Aide Bargaining Unit and NTUT (Teachers) Bargaining Unit must complete certification on back.

** Members of CSEA Clerical, Nurse, & Teacher Aide Bargaining Unit ONLY.

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