

KINGSTON CITY SCHOOL DISTRICT
KINGSTON, NEW YORK 12401

****PERSONAL BUSINESS DAY REQUEST FORM****

I, _____ hereby request

_____ day(s) of the week and date(s)

_____ as (a) Personal Business Day(s)

Employee Signature

Date

_____ APPROVED

_____ DENIED

*Building Administrator _____ Date _____

(*do not approve/deny or sign for any date(s) requested before or after a holiday, send to the personnel office for action)

Please provide a reason ONLY if you are requesting the day before or after a holiday and submit to the Personnel Office for action.

_____ APPROVED _____ DENIED

Superintendent of Schools

09/2012