

MONSON PUBLIC SCHOOLS
Monson, Massachusetts

TO: Mrs. Cheryl Clarke, Superintendent of Schools

FROM: _____

SUBJECT: Personal Day

Article II, Paragraph I, Page 3, as per the Agreement between
the Monson School Committee and the Monson Teachers'
Association, Inc. (Unit D), 2015-2018,

I request a personal day on

(Month)

(Date)

Please indicate the religious, legal, family, or personal matter which cannot be handled
except during school hours:

(Signature of Supervisor)

(Signature of Administrative Assistant)

(Date)

(Date)

This form must be filed by the employee with the Superintendent's office at least 48 hours
in advance of the date requested.

A copy of the approved form will be returned by the Superintendent's office.

(Signature of Superintendent)