

MONSON PUBLIC SCHOOLS
Monson, Massachusetts

TO: Mrs. Cheryl Clarke, Superintendent of Schools

FROM: _____

SUBJECT: Personal Day

Article VIII, Paragraph C, Page 16, as per the Agreement
between the Monson School Committee and the Monson
Public Schools Transportation Dept Association, 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 Employee)

(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)