

HUNTINGTON UNION FREE SCHOOL DISTRICT
Office of the Superintendent

REQUEST FOR PERSONAL DAY(S)

TO: James W. Polansky

FROM:

DATE:

I request to take:

Vacation Day

or

Personal Day - (Please check reason)

- Family
- Legal
- Religious
- Medical
- Emergency

Cancer Screening (4 hours per calendar year maximum)

Day(s) requested:

For a total of _____ day(s).

Thank you for your consideration of this request.

Signature of Staff Member

James W. Polansky