

HUNTINGTON UNION FREE SCHOOL DISTRICT  
Huntington, New York 11743

PERSONAL BUSINESS DAY FORM  
*for*  
NON-INSTRUCTIONAL PERSONNEL

**DIRECTIONS:**

- 1. Applicant must register their request for a Personal Day on AESOP, except individuals in the custodial and security groups.**
- 2. Print, complete and present this form directly to the Administrator.**

To: \_\_\_\_\_ From: \_\_\_\_\_

Please be advised that I plan to take a personal day on \_\_\_\_\_  
for the following reason that cannot be handled outside of regular work time:

(3 permissible)			
{ } Family	{ } Legal	{ } Religious	{ } Personal Accident Emergency

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

Note: Attach to Permanent Payroll Record