

## PERSONAL AND SICK DAY USE

Name: \_\_\_\_\_

Date Requested: \_\_\_\_\_

\_\_\_\_ Personal Day      \_\_\_\_ 1/2 Day      \_\_\_\_ Whole Day

\*From \_\_\_\_ to \_\_\_\_ (\*time, if not whole day.)

No Reason Is Necessary.

\_\_\_\_ Sick Day      \_\_\_\_ 1/2 Day      \_\_\_\_ Whole Day

\*From \_\_\_\_ to \_\_\_\_ (\*time, if not whole day.)

Reason: \_\_\_\_\_

Sick and personal days are NEVER denied. But please be courteous and give the appropriate notice so that there is sufficient time to seek a replacement.

\_\_\_\_\_  
Signature