Danbury Public Schools
Request for Personal Leave with Extenuating Circumstances Form

A form must be completed by anyone applying for leave with ***extenuating circumstances ONLY***. This means if you are applying for a leave that does not comply with the current bargaining agreement between the Danbury Board of Education and the employee's organization, you must fill out this form. **ALL OTHER REQUESTS MUST BE MADE THROUGH AESOP!**

The information below must be completed and submitted to the school principal for signature. The nature of the circumstances must be outlined in the request. The request shall be subject to approval of the Human Resource Director or her designee.

The form needs to be signed by the principal and sent to ***Melissa Bang at least 2 weeks before*** the requested date.

Please make sure **all** blanks are filled out.

1. Name: _____ Position: _____ Today's Date: _____

   Location: _____ Date(s) Requested: _____

2. ***Attendance***

   ☐ Personal Day ☐ Floater (s)

   ☐ Vacation ☐ Unpaid Days

3. ***Explanation of Circumstance***

   _____

   _____

   _____

   _____

   Is a Substitute Required? ☐ Yes ☐ No

Principal/Supervisor REVIEW:	**Request Reviewed:** ☐ Yes ☐ No	***Signature/Date***
Human Resource Director Approval:	☐ **Request Granted** ☐ **Request Denied**	***Employees Time:*** ☐ ***Personal Day*** ☐ ***Leave Without Pay*** ☐ ***Vacation*** ☐ ***Floater***
HR Director Response:		
Signature/Date:		