

CANASTOTA CENTRAL SCHOOL DISTRICT

REPORT OF EMPLOYEE ABSENCE
FOR
PERSONAL BUSINESS OR RELIGIOUS OBSERVANCE

An employee shall receive full pay, one (1) day, for religious observance and for absence of a personal nature, which cannot be arranged at times other than during the school day.

For each absence of this nature, this form must be submitted to the Building Principal at least three (3) days in advance of such absence, except in emergencies.

PART I: TO BE COMPLETED BY EMPLOYEE

NAME _____ SCHOOL _____

DATE(S) OF REQUESTED ABSENCE FROM SCHOOL

Check A or B

A – Religious Observance

OR

B – Personal Business

I certify that this personal business cannot be taken care of at any time other than during the school day.

Signature of Employee

Date

PART II: TO BE COMPLETED BY PRINCIPAL AND FORWARDED TO BUSINESS OFFICE

() REQUEST APPROVED - No salary deduction.

() I recommend that deduction be made from the employee's salary for the following reason: _____

Signature of Principal

Date