



TWINSBURG CITY SCHOOLS
Twinsburg, Ohio

Personal Day Notification

Staff Member Applying: _____

School/Assignment: _____

Date: _____

Please be advised that I will be taking a personal leave on _____

It is my understanding that **TWO WORK DAYS ADVANCE NOTICE** of personal leave must be given. Should such notice not be given, prior approval of the principal of my building is required; except in emergency situations that cannot be anticipated.

Day/Date of Return: _____

When a teacher is absent for personal reasons, a report of such absence, signed by the teacher and the principal shall be filed with the superintendent on the morning of the teacher's return.

I hereby certify that this personal leave was not in violation of Article 6 of the Master Agreement:

Staff Signature: _____

Principal's Signature: _____

Date forwarded to Superintendent's Office: _____