

# MEMORANDUM

To: Dr. Peter Kurzberg, Superintendent

From: *Name* \_\_\_\_\_

*School* \_\_\_\_\_

*Department* \_\_\_\_\_

Today's Date: \_\_\_\_\_

Re: Personal Day Request

- I am planning to take the following day(s) as a leave of absence *without reason* under Article 18, Paragraph A on

\_\_\_\_\_

- I am requesting permission to take a personal leave of absence under Article 18, Paragraph B on

\_\_\_\_\_

Reason for requested absence: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Thank you for your consideration regarding this matter.

*Additional Comments:* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5/7/09

Signed: \_\_\_\_\_

cc: Principal