

MONSON PUBLIC SCHOOLS
Monson, Massachusetts

TO: Mrs. Cheryl Clarke, Superintendent of Schools

FROM: _____

SUBJECT: Personal Day

Article XI, Paragraph E, Page 19, as per the Agreement
between the Monson School Committee and the Monson
Teachers' Association, Inc. (Unit A), 2015-2018,

I request a personal day on

(Month)

(Date)

Please indicate the religious, legal, family, or personal matter which cannot be handled
except during school hours:

(Signature of Supervisor)

(Signature of Unit A Member)

(Date)

(Date)

This form must be filed by the employee with the Superintendent's office at least 48 hours
in advance of the date requested.

A copy of the approved form will be returned by the Superintendent's office.

(Signature of Superintendent)