

Office of the Superintendent

Northborough Public Schools

Temporary Leave of Absence Request Form

In accordance with Article XIV, Sections A (1) & (2), I \_\_\_\_\_  
am requesting to be absent on \_\_\_\_\_. This request falls into one or more of the  
following categories (check all applicable):

\_\_\_\_\_ Personal day after May 15<sup>th</sup> – 48 hours in advance

Reason for request: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Personal day immediately preceding or following a vacation or holiday – 48 hours in  
advance

\_\_\_\_\_ Religious holiday – 10 school days in advance

This absence during school hours is required for:

\_\_\_\_\_ legal business      \_\_\_\_\_ personal business      \_\_\_\_\_ household matters

\_\_\_\_\_ family matters      \_\_\_\_\_ sincerely held religious belief

**NOTE: Requests for leave must be made in accordance with the time frames listed above except in the case of emergency. Personal days may not be taken immediately preceding or following a holiday or vacation. Requests for personal days immediately preceding or following a holiday or vacation must be submitted in the form of a letter to the Superintendent of Schools.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent of Schools Signature

\_\_\_\_\_  
Date