

FAIRFIELD PUBLIC SCHOOLS
Fairfield, Connecticut

REQUEST FOR ABSENCE
PRIVATE BUSINESS DAY

Submit One Copy

TO: PERSONNEL OFFICE

Please read the following before filing:

One of the five personal days allowed with pay each year may be considered as a Private Business Day. A Private Business Day shall be used only in situations of urgency for the purpose of conducting business that is impossible to transact on the weekend or after school hours. **This day is for use in emergencies generally arising without prior knowledge or preparation.** Staff members should bear in mind that their professional and moral responsibility is to be in the classroom or at the appropriate place of assignment work. The moral and professional responsibility for judgment shall rest with the individual staff member.

NOTE: A Private Day cannot be used prior to or following vacations, single holidays or Teacher's Convention Day (e.g., Election Day P.D.), if the purpose is an extension of such holiday or vacation. If an employee uses the private business day during the month of June, then the employee shall receive pay equal to the regular salary minus the daily substitute rate.

I am fully aware of the stipulations involved when requesting a Private Day and hereby submit the following.

Date of Absence _____

Full Day _____
Portion of Day _____

Employee ID # _____

Signed: _____

Print Name: _____

School: _____

School Administrator's Signature

*Final approval is given by the Executive Director of Personnel & Legal Services.

Disposition:

- _____ **Approved with Full Pay**
- _____ **Approved at a Loss Equivalent to Substitute Pay**
- _____ **Approved at a Loss of Full Pay**
- _____ **Not Approved**

Reason Code: _____

Colleen Deasy
Executive Director of Personnel and Legal Services