



The High School for Health Professions & Human Services



ROBERT A. GENTILE, PRINCIPAL

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School Website: hphsnyc.org

PERSONAL BUSINESS

UFT Contract: Article 16. Section A 11:

“Days off for personal business are intended to be used only for personal business which cannot be conducted on other than a school day and during other than school hours.”

“Reasonable advance notice is given to the head of the school.”

GENERAL REASONS FOR PERSONAL BUSINESS DAY REQUESTS

- To attend to personal business matters
- To attend to legal matters
- To attend to bank matters
- One’s own graduation or that of a close relative
- Birth of one’s child
- Real estate transactions involving one’s own property

Name of Staff: _____

Date Submitted: _____

- I wish to request _____ day(s) for
- _____ Personal Business Day
 - _____ Court Day (Attach documents)
 - _____ Funeral Day (Relationship: _____)
 - _____ Religious Day

Date(s) Requested: _____

Please provide a brief description of why you are requesting a personal business day.
Attach all relevant documentation to this form prior to requesting approval.

SUBMIT THIS COMPLETED FORM TO THERESA HERNANDEZ IN ROOM 208

*****Office Use Only*****

Year to Date Attendance

- _____ Self Treated
- _____ Medically Excused
- _____ Personal Business
- _____ Other (_____)

APPROVED NOT APPROVED

Robert A. Gentile