

**EDEN CENTRAL SCHOOL DISTRICT
NOTIFICATION OF PERSONAL DAY LEAVE**

This is to notify you that I will be taking a Personal Day on _____, _____, and that
Day Date
this Personal Day is in compliance with all provisions of Section 6.2 of the Eden Central School District
Teacher Association/District Contract and Section 6.2.2 of the Eden Central School District Central
School District CSEA Local 1000 Contract. If this is a day before or after a holiday, please give reason
here: _____

Print Name

Supervisor's Initials

Staff Member's Signature

Date

Original: Payroll Department

cc: Employee
Supervisor

Revised 8/23/07

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