



Mt. Pleasant Public Schools
720 N. Kinney Ave. Mt. Pleasant, MI 48858



CONDITIONAL REQUEST FOR DAY(S)

This form is used when an employee has requested a personal day next to a holiday or break. Once received, the request will be documented in the HR office. Employees may request using a personal day next to a holiday or break once every 3 years. This form is also used to request a Dock/No Pay Day, when an employee has exhausted their personal and/or sick day benefit.

Employee Name: _____ **Date of Request:** _____

Building: _____ **Date of Absence:** _____

Pre-Arranged Sub Name: _____ **Total Days/Hours:** _____

Approved days will be entered in WillSub with the pre-arranged sub listed. Substitutes may not be changed after this has been entered. If a pre-arranged sub is not listed the days may be picked up by any approved sub.

Type of Request

_____ **Personal Day Approval~ (For personal days next to a holiday or break)**

Which holiday or break is the requested day next to? _____

(Requires supervisor approval and Assistant Superintendent Approval.)

_____ **Dock/No Pay Day~**

For conditional/emergency use when sick days or personal days have been exhausted

Description of reason for requesting Dock/No Pay Day~

Building Supervisor Signature:	Date:
Assistant Superintendent Signature:	Date:

_____ **Approved**
 _____ **Denied**
 _____ **Documented in HR Records**