



**BEA MEMBERS
REQUEST FOR DAYS BY ARRANGEMENT**

Conditions for Days by Arrangement:

1. A limited number of people may take such a day on any given date.
2. Approval is given on a first received basis.
3. Days may **NOT** be taken during the first week of school, staff development inservice days and parent/teacher conference days.
4. Days by arrangement will be charged in full day increments only.
5. Days may not be carried over from one school year to the next.
6. The two days by arrangement will not be deducted from the employee's sick days or personal business days.
7. Any concerns or questions should be addressed to the human resources department.

NAME: _____ DATE SUBMITTED: _____
(Please Print)

BUILDING: _____ DATE(S) REQUESTED: _____

JOB # RECEIVED _____

SUBSTITUTE REQUIRED: Yes _____ No _____

TEACHER SIGNATURE: _____

PRINCIPAL/SUPERVISOR SIGNATURE: _____

COMMENTS: _____

Submit completed form to principal/supervisor a minimum of 10 days prior to requested date(s).

Note: Absence should be entered in to the absence reporting system as soon as approved.