



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:** _____

After you have received confirmation of approval for your request, be sure to enter your day in WillSub.

Type of Request	
<input type="checkbox"/>	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.)
<input type="checkbox"/>	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