



MUST BE APPROVED IN ADVANCE

Greenfield Union School District

For Use by Administrators with Specific Service Days Contract

* REQUEST TO WORK ON NON-DUTY DAY(S) OR MODIFY WORK-YEAR CALENDAR

** In order for an Administrator to count work performed during an originally scheduled non-duty day, or to modify an approved work-calendar, written permission from the direct supervisor and Superintendent must be obtained prior to the actual date(s) of work/modification. Any non-duty-day performed/modified without written approval will not be considered after the fact.*

THIS FORM MUST BE SUBMITTED TO THE SUPERINTENDENT PRIOR TO THE INTENDED WORK/MODIFIED DAYS

Administrator Name: _____ Site/Dept: _____

Check One:

☐

Classified Management

☐

Certificated Management

• NON-DUTY DAY(S) – Adjustment of Approved Work Year Calendar

Original/Approved Non-Duty Day(s):

Date(s): _____

Date(s): _____

Date(s): _____

Modify/Change Non-Duty Date(s) To:

• EXTRA/OTHER DAY(S) WORKED

Date(s): _____ ☐ Sat ☐ Sun

Date(s): _____ ☐ Sat ☐ Sun

Date(s): _____ ☐ Sat ☐ Sun

Date(s) To Be Absent/Off:

Justification for Work to be Performed: _____

(Please indicate if there is a deadline associated with this work.) _____

I hereby certify under penalty of perjury that the above is a true statement of my absence request.

Requestor's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Superintendent's Signature: _____ Date: _____

Distribution: • **ORIGINAL** to Personnel • **COPY** to Senior Executive Assistant