

**APPENDIX C**  
**INTENT TO USE A PERSONAL BUSINESS DAY FORM**

I, \_\_\_\_\_, will be absent from work on \_\_\_\_\_, and it is  
(Teacher's name) (Date)

my intent to use a personal business day.

My use of a personal business day is in compliance with Article XIX, Section B, of the Master Agreement.

Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Except in cases of utmost emergency, this form **MUST BE** submitted to the Principal.

Refusal to submit a signed form may result in a denial for the utilization of the day as well as loss of compensation.