

JOE E. MORENO ELEMENTARY
PERSONAL BUSINESS TIME REQUEST
For Faculty and Staff

NAME: _____

DATE: _____

REQUEST TO:

- Leave Early;** Will leave at _____ am/pm
- Come In Late;** Will report to work at _____ am/pm
- Personal Business Time;** Partial time from _____ am/pm to _____ am/pm.
- Personal Business Day**
- Jury Duty;** (Please bring Jury Duty Summons for Verification)
- Other;** _____

DATE REQUESTED FOR:

(Date)

Reason: _____

Approved by:

Adriana A. Castro
Principal