Date: ­­­­ \_\_\_\_\_\_\_\_\_\_  
  
Dear Administrator:   
  
On the upcoming Election Day, November 8, 2016, I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
 (name) will be exercising my rights under NJSA 18A:25-3. (Teaching etc., on holidays not required) and I will be absent on that day. No deduction of my pay shall be made for that day, nor I am I required to use a sick/personal day. I am providing prior notification as a professional courtesy, although I am not required to do so.   
  
Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
  
  
  
**NJSA 18A:25-3**  
No teaching staff member\* shall be required to perform his duties on any day declared by law to be a public holiday and no deduction shall be made from such member's salary by reason of the fact that such a public holiday happens to be a school day and any term of any contract made with any such member which is in violation of this section shall be void.  
  
\*teaching staff members are defined as any professional who requires a state license or certificate to be employed in their position. This includes all certificated administrators (not the fake ones), CST members, etc.