

**Kalispell Public Schools
Certified Staff
Sick Leave Trade form**

Certified Employee		
Date of Application		
Applicability	<input type="checkbox"/> January	<input type="checkbox"/> July

Completed form must be received in the District Business Office at least one week prior January 1st or July 1st. The leave will be available on the next pay date after January 1st or July 1st, depending on when the form is submitted.

In accordance with KEA Agreement, I certify that I have a minimum of 79 accumulated unused sick days and request to trade four sick days for one personal day. I understand that any sick leave used by me after this request was submitted that reduces my leave balance to below 75 days will invalidate this transaction.

EMPLOYEE SIGNATURE

DATE

KEA Comprehensive Agreement

12.3.2 A staff member who has a minimum of 79 accumulated unused sick days may trade four sick days once during the current year for one personal day. Any use of sick days during the year that causes the accumulated total to fall below 75 days will invalidate this transaction.