



Pittsburg Community Schools

Unified School District 250

Business Operations/Payroll Department

Section IX, Article 10: Sick Leave Trade for Personal Leave

District policy now allows employees to trade accrued sick leave days for additional personal leave days.
(Note: See full policy on back of form)

The days traded are 1:1 basis.
The trade cannot take you below 40 days of sick leave.
No trade shall be allowed that would cause the total number of personal leave days to exceed 10.
No more than 10 personal leave days may be used in one fiscal year.

5 full years of experience in USD 250 may trade 2 days of sick for personal leave.
10 full years of experience in USD 250 may trade up to 5 days of sick or personal leave.

Printed Name: _____ Building: _____

Number of sick days requested to be traded: _____

Signature of Employee

Date

Do Not Write Below This Line

Received by Payroll Department: _____ # Service Years _____ Current # Sick Days: _____

Days Approved: _____ Date Available: _____ Remaining# Sick Days: _____

Date Transfer Processed: _____ Date Response Provided to Employee: _____