

*Personal Leave Day – Carry Over Form*

**Walla Walla Public Schools**

**PERSONAL LEAVE CARRY OVER**

Employees may carry over one personal leave day per year, up to a maximum balance of three (3) personal days. Employees wishing to carry over one personal day must print and submit **a hard copy** with original signature to the **business office** by your last contract day for the current school year.

I, \_\_\_\_\_, would like to carry over one Personal Day to the following school year.  
(Print Name)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date