



PENNRIDGE SCHOOL DISTRICT

DISTRICT ADMINISTRATION OFFICE

1200 North Fifth Street • Perkasi, Pennsylvania 18944

Human Resources

TO: PESPA EMPLOYEES

DATE: May 1

RE: Sick Leave Transfer

The Collective Bargaining Agreement governing PESPA employees indicates:

“At the conclusion of any leave year, a school year bargaining unit member including, but not limited to, clerks, TAs, PCAs, Staff Nurses, Transportation Department Employees, may roll up to 4 sick days into paid holidays for the subsequent year to be taken while school is not in session; any such days not used during that school year shall be forfeited. Determination on whether these days are pensionable shall be determined by PSERS.”

Request for rollover must be made by June 1st. If you wish to request a transfer of days, please fill in the yellow areas below, sign and return to the Human Resources department no later than June 1st.

THIS FORM ONLY NEEDS TO BE RETURNED IF YOU WISH TO ROLL UP TO (4) SICK DAYS TO UNDESIGNATED PAID HOLIDAY DAYS FOR THE SUBSEQUENT SCHOOL YEAR.

I request _____ day(s) of unused sick days during the current school year to be transferred into undesignated holiday days. I understand that should I not use these undesignated days by the end of the current school year, I will lose them.

Name

Date

Emp #

Signature

Building

Human Resources Department Use only:

School Year:	REQUESTED # OF UNUSED DAYS PAID	ACCRUAL BALANCES UPDATED	SENT TO PAYROLL