



Administration Office

615 Edmond Rd NW
Piedmont, OK 73078

 **405.373.2311**

 **piedmontschools.org**

PPS Employee Leave Exchange

Piedmont Association of Educators Piedmont Association of Educators Negotiated Agreement Article 401.6 states: Employees will be able to trade two sick days for one personal day. This type of trade will be limited to twice per school year. Employee will no longer be eligible for sick bank once this happens. District reserves the right to deny trading days on individual basis.

NAME: _____

CURRENT SITE: _____

EMAIL: _____

PHONE: _____

I, the employee stated above, request to exchange two sick days for one personal day. I understand that upon submission of this request, I am ineligible to receive leave from the sick bank.

Employee Signature

Date

***Send to site principal for review**

Approved

Denied

Principal Signature

Date

***Send to HR Department**