

REQUEST FOR PAYMENT FOR UNUSED PERSONAL LEAVE

DEADLINE TO SUBMIT FORM IS JUNE 15

Article 8.05 of the Negotiated Agreement

A teacher who uses no personal business leave for the entire school year shall receive an additional day of accumulated sick leave. No other personal business leave will accumulate. Alternatively, a teacher may elect at the end of the year to receive \$100.00 for each unused full day of personal business leave.

Teachers who have unused personal business leave, and would like to participate in this program, **must select Option A or Option B below**. Eligibility will be verified by the payroll office after the last day of attendance for teachers each school year. Return to the payroll office after completing the form.

Option A _____ I have not used any personal business leave in the current school year, and elect
To receive one (1) additional day of accumulated sick leave.

Option B _____ I elect to receive payment of \$100.00 for each unused full day of personal
business leave available to me for the current school year.

Name (please print): _____

Signature: _____

TO QUALIFY FOR PAYMENT
THIS FORM MUST BE RECEIVED IN THE PAYROLL OFFICE
NO LATER THAN JUNE 15 EACH YEAR