Personal Leave Days Option

_____ _____

(Employee's Name) (Location)

Position: _____

_____ I wish to have my unused personal leave days converted to sick leave days at the end of each school year.

_____ _____

(Signature of Employee) (Date)

_____ I do not wish to convert my two "no cost" unused personal leave days to sick days each school year. I elect to receive pay for the unused days. For certified employees, the pay is $120/day and for classified employees, the pay is $55/day.

_____ _____

(Signature of Employee) (Date)

Updated as of 09/10/2026