

Sick Leave Exchange for Personal Leave Request

Date: August 22, 2019
TO: All Certified Staff
FROM: District Office Payroll Department
RE: Sick Leave Exchange for Personal Leave

2019-2020 District Handbook Language

ADDITIONAL PERSONAL LEAVE

*A teacher who has accumulated **25** sick days may be allowed to exchange two sick days to receive one additional personal day as long as his or her sick leave balance does not drop below 10 days. The teacher may be allowed to convert a maximum of 6 sick days into 3 personal days per school calendar year.*

A request to exchange sick leave into personal leave must be done 90 days in advance of the requested time off and will be granted by the building principal based on availability of a substitute teacher.

All other handbook language applies to personal time off. Before planning for personal time off (booking flights or hotels or making extended plans) please verify time off has been granted.

Pursuant to the District Handbook provisions, I request to exchange [redacted] days of my sick leave time for [redacted] additional day (s) of personal leave. I understand I must maintain a sick leave bank of 10 days and can exchange a maximum of 6 sick days for 3 personal days per school calendar year.

I am requesting the following days off for additional personal time: _____

Upon approval from the District Office and building principal, you may enter the exchanged days into AESOP as sick days. Please enter the entire absence (the requested additional personal days and any existing personal days you may be using) as one absence. The District Office will then make the entered sick days into personal days within AESOP once all approvals have been secured.

Employee Signature

Date

Principal's Signature

Date

District Office Signature

Date