

SCHOOL DISTRICT OF COLBY

Request for Supplemental Personal Leave
(1 Personal day= 4 sick days)

EMPLOYEE NAME _____

Personal Day(S)

I request _____ day(s) of Personal leave for the following reason(s) in exchange for four (4) unused sick days for each day of personal time:

The date(s) of leave requested are:

_____, _____, _____

Total # of Sick days that will be exchanged: _____

Staff Signature _____ Date _____

Supervisor's Signature _____ Date _____

ADMINISTRATIVE APPROVAL

_____ Date _____

Superintendent

12.02 Supplemental Personal Leave An employee who has exceeded the maximum accumulation of sick days as defined in Part I, Section 9.03 and who is entitled to sick leave buy back (Part I, Section 9.04c) may request in writing to the District Administrator supplemental personal leave. If approved by the District Administrator, an employee may exchange four (4) unused sick days for one (1) personal day in lieu of the buyback option identified in Part I, Section 9.04c. Employees are required to use their current personal days prior to this request and these days may not be banked for future use. The intent of this provision is to provide additional flexibility to staff while not incurring an additional expense for the district.