

Shawnee Public Schools

326 N Union – Shawnee, OK 74801 – 405.273.0653

Additional Personal Leave Request

Name _____ Work Site _____

Work Phone _____ Cell Phone _____

Employees may exchange sick leave – at a rate of exchange described below – for additional personal leave. The amount of additional personal leave available through this exchange shall not exceed two (2) personal days in a contract year. **All exchanges must be approved prior to using the leave.** No more than five (5) days of personal leave may be used consecutively without the approval of the Assistant Superintendent.

Any unused personal days will only convert back to 1 sick leave day, not 2.

- I would like to exchange 1 sick day for a half-day of personal leave.
- I would like to exchange 2 sick days for 1 day of personal leave
- I would like to exchange 3 sick days for 1 and a half-days of personal leave.
- I would like to exchange 4 sick days for two days of personal leave.

I would like to apply it on the following date/s: _____.

I understand that all unused personal days will convert to sick leave at a rate of one-to-one for the next contract year.

Signature

Date

APPROVED BY:

Assistant Superintendent

Date

Please submit this completed form with a corresponding leave form to the personnel office.

Adopted 09-2016

Revised 08-2017