

WAYNE TRACE LOCAL SCHOOL
NON-USE OF PERSONAL / SICK LEAVE

At the end of each school year, up to two(2) personal leave days may rollover to the new school year, or any unused personal leave can be automatically added to accumulated sick leave or the employee may request compensation (a maximum of 3 days for compensation). Employees must notify the Treasurer's Office no later than the last day of the school year of their desire. Said notification must be done on an annual basis with the proper form located in the building principal's office. Payment will be made by the last pay of each contracted year. Current year unused personal leave will be compensated in the following manner.

If this form is not completed in full, or if you have any personal leave days not accounted for in your choices below, the personal leave days will automatically be added to your accumulated sick leave. It is your responsibility to know the number of days you have remaining. The balance appears on your payroll stub each payroll.

Option #1 I wish to rollover _____ (one or two) personal days to the next school year.

(Please indicate the EXACT number of days to be rolled over in the blank provided above.) The total balance of personal days cannot exceed five (5) days with a maximum of two (2) banked days at the start of each school year.

If any current school year personal days remain, choose how to divide your days between Options 2 and/or 3

Option #2 Transfer _____ of my unused personal days to my accumulated sick leave.
(If this option is chosen, please indicate the number of days remaining to be transferred to sick leave.)

Option #3 **Place a check in the box and CIRCLE the correct amount to be received.**

No personal days used (3 days compensation)		\$250.00
If no sick days used	+ \$75.00 bonus =	\$325.00
If only 1 personal day used (2 days compensation)		\$150.00
If no sick days used	+ \$75.00 bonus =	\$225.00
If 2 personal days used (1 day compensation)		\$ 75.00
If no sick days used	+ \$50.00 bonus =	\$125.00

PRINT EMPLOYEE NAME

EMPLOYEE SIGNATURE

DATE