

PERSONAL LEAVE REIMBURSEMENT REQUEST

INDEPENDENT SCHOOL DISTRICT #2909

In accordance with the 2021-23 Collective Bargaining Agreement, Article X, Section 6, a teacher shall be allowed to sell back unused personal days that are at no loss of wage at \$150 per day. Keep in mind a teacher shall be allowed to carry over either one deduction or non-deduction day to the next school year, but in no event shall the teacher have more than 5 personal days. This form should be completed and returned to Janelle Dolinsek in the Business Office.

Employee's Name _____

Number of Days Requested _____ X \$150.00 = _____

Employee's Signature _____

Date _____

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For Office Use Only

Recap of Personal Leave Days

Balance of personal days prior to request: _____

Remaining days after deducting this request: _____