



Lakeland School District  
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Scott Township, PA 18433  
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## EOY Personal Leave Day Conversion/Transfer Form

With the new 2013-2019 Collective Bargaining Agreement, each member must decide how they want any unused personal days allocated at the conclusion of each school year


1. The teacher may transfer any or all of the unused personal days to the employee's sick leave.
2. The teacher may continue to accumulate personal leave days to a maximum of six (6).

Please complete/submit this form by June 30<sup>th</sup>, to identify how you want any unused personal leave days allocated. Failure to return this form by that date will automatically convert all unused personal leave days to sick leave.

\_\_\_\_\_  
Print Name

At the conclusion of the current school year, I would like to transfer ( All,  \_\_\_\_\_,  None) of my unused personal leave days, to sick leave days.

\_\_\_\_\_  
Employee Signature



Check one box here. Either "All", "None", or check the middle box and fill in the space with a number.