LEXINGTON LOCAL SCHOOLS

CLASSIFIED STAFF PERSONAL LEAVE
CONVERSION TO SICK LEAVE FORM

Article 15, Section C of the Negotiated Agreement between the Lexington Board of Education and the Lexington Support Association allows for the employee to elect to roll any accumulated but unused personal leave into their accumulated sick leave.

I, ________________________________

Print Name

elect to convert my unused balance of ________ personal days to my accumulated sick leave balance at the conclusion of the _______/______ school year.

______________________________   __________

Signature         Date

---------------------------------------------------------------------------------

TREASURER’S OFFICE USE ONLY

Verified unused personal leave balance of ______
Credited sick leave balance on _________(date)

Trans Typ - ac    Cat - si    Sub Cat - pl