

# Lexington Local Schools

## CERTIFICATED STAFF PERSONAL LEAVE CONVERSION TO SICK LEAVE FORM

Article VIII.C of the Negotiated Agreement between the Lexington Board of Education and the Lexington Teacher Association allows for the employee to elect to convert unused personal leave, at the conclusion of the school year, 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*