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