

**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**

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**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*