

APPENDIX J PERSONAL LEAVE BUY BACK REQUEST

Teacher Name _____

Location _____ Date of Request _____

As per Article IV, Section J

Each employee shall be granted three (3) days of personal leave at the beginning of each school year. Up to two (2) days of unused personal leave may be carried over to the next school year for a total accumulation not to exceed five (5) days. At the end of each school year any unused days may be cashed out at the current substitute teacher rate.

Request for Personal Leave Buy Back at the Substitute Teacher Rate	
Total days requested	

My signature indicates approval of the above request for buy back of personal days.

Signature of Teacher

Signature of Principal/Supervisor

Signature of Superintendent