



BELLEVILLE AREA SCHOOL DISTRICT

EXCHANGE OF SICK LEAVE TO PERSONAL LEAVE - PROFESSIONAL

In accordance with the current BAEA Collective Bargaining Agreement, Article 12, Section D:

“An employee may exchange two (2) sick days for one (1) personal day with a maximum of two (2) additional personal days obtained per year. Accumulated totals as per Article 12 Section C are to be maintained.”

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Employee Name: _____

Please convert _____ (# of Sick Days, maximum of 4)

to _____ (# of Personal Days, maximum of 2)

Will this conversion exceed the maximum number of allowed Personal Days?
(Enter Yes or No) _____

Employee Signature: _____

Date: _____

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For Human Resources Use Only

Employee Category _____ Maximum Personal Day Accumulated _____

Sick Day Balance _____ Personal Days Balance _____

Approved _____ New Sick Day Balance _____ New Personal Balance _____

Denied _____ Reason _____