

OESPA ASSOCIATION
Personal Day/Sick Day Conversion

In Section 4.2. (Leaves) of the OESPA Contract, in emergency situations and with the Superintendent's approval, unit members may convert sick days to personal days. The Superintendent's decision to authorize or not to authorize such conversion shall not be grievable.

**Please complete the following and return to the HUMAN RESOURCES OFFICE.
IF approved, attach signed document to Leave Request:**

I, _____ request to convert _____ hours of sick time into
(Employee Name)

personal hours for the following reason and date(s):

Employee Signature: _____ Date: _____

For Human Resource Office Use Only:

As of _____ the following OESPA member, _____
(Date) (Employee)

has a balance of _____ personal hours and _____ sick hours.

Superintendent Determination:

_____ I approve the conversion of _____ hours of sick to personal hours.

_____ I do not approve the conversion of _____ hours of sick to personal hours

Superintendent Signature: _____ Date: _____

Notes: