

OTA ASSOCIATION
Personal Day/Sick Day Conversion

In Section 7.3 (Absences for Special Conditions) of the OTA Contract, If personal days are exhausted, the Superintendent may grant within his discretion, additional days with pay, to be deducted from the teacher's sick leave.

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

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

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

Employee Signature: _____ Date: _____

For Human Resource Office Use Only:

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

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

Superintendent Determination:

_____ I approve the conversion of _____ day(s) of sick to personal day(s).

_____ I do not approve the conversion of _____ day(s) of sick to personal day(s).

Superintendent Signature: _____ Date: _____

Notes: