

**KENNEWICK EDUCATION ASSOCIATION (KEA)  
MEMBERS REQUEST TO CONVERT PERSONAL DAYS**

Per the contract “Any certificated employee may, at his or her discretion, convert one personal leave day for 7 ½ per diem hours, two personal leave days for 15 per diem hours or three personal leave days for 22.5 per diem hours”. (This provision went into effect for those personal days earned during or after the 2006-2007 school year.)

**Note:** Extra work must be clearly documented after normal works hours or on weekends and cannot be the same work claimed in the 29th year and after “mentor program”.

If you choose to convert, fill in the information and return to Kristi Parham, Human Resources Department, **on or before the last day of school.**

I plan to convert: \_\_\_\_\_ Days to Per Diem Hours (from .5 days/3.75 hrs to 3.0 days/22.5hrs)  
{Hours per day are adjusted accordingly for less than 1.0 FTE}

1. After the per diem hours have been paid, you will not be allowed to convert the days back to be used as personal days.
2. Report the date, hours worked, and work done/workshop attended. If this information is not provided, you will not be paid for these hours.
3. Report only those hours for which you are eligible to be paid. (i.e. not more than 22.5hrs for 3 days.)
4. If you work less than 1.0 FTE the hours per day will be adjusted accordingly.
5. Payment for hours submitted after the June payroll cutoff date will not occur earlier than the July paycheck or later than the August paycheck.

PRINT NAME \_\_\_\_\_

EMPLOYEE ID NUMBER \_\_\_\_\_

SCHOOL \_\_\_\_\_

DATE WORKED	HOURS WORKED	WORKSHOP ATTENDED OR WORK DONE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(If additional lines are needed, use Page 2 of this form.)

**TOTAL HOURS REPORTED ON THIS FORM** \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

