

**REQUEST TO BANK PERSONAL DAYS**

**Human Resources**

August 21, 2009


TO: Certificated Employees

FROM: Beverly Johnson-Torelli, Assistant Superintendent of Human Resources

RE: **Application for Banked Personal Leave Days - 2010-2011**

"Employees may elect to bank three personal leave days for two consecutive years, not to exceed five banked days. A maximum of five days may be used consecutively. **Example: an employee who banks two personal days in year one and three personal days in year two (or vice versa) will have a total of eight days in year three - five bank, plus three current days.** Request for banked leave will be granted on a first-come, first-served basis, up to the limit of **75** employees each year. These days may be used for special circumstances but must be used or cashed out within two years using the cashout process. Employees who wish to bank personal leave must fill out a district application form each year."

Please complete the application provided below and return it to **Kristi Parham** in the Human Resources Office. E-mail requests are not acceptable.

<b>Clip  and send to Kristi Parham, Human Resources Office</b>	
Name: _____	School _____
Employee Number _____	
I want to bank _____ days of my personal leave for 2010-2011	
For: (explain) _____	
_____	
_____	
Date of Request _____	Date Received _____