

APPENDIX O



Employee Name \_\_\_\_\_ Date of Request \_\_\_\_\_  
Staff Assignment \_\_\_\_\_ Building \_\_\_\_\_

In accordance with Article 14.02(D), unused personal leave will be converted to sick leave at the ratio of 1:1, or unused personal leave will be converted to personal leave at the ratio of 3:1.

By completing this form, you are indicating that you would like to convert three (3) unused personal days to one (1) additional personal day for the upcoming school year.

If you do not have three (3) unused personal days, any days will be converted to sick leave at a ratio of 1:1. If you have four (4) unused personal days, three (3) may be converted to an additional personal day. The remaining day converts to a sick day.

\_\_\_\_\_ Please convert three (3) unused personal days to one (1) personal day for next year.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

This form must be submitted, by way of **email**, to [payroll@lakotaonline.com](mailto:payroll@lakotaonline.com) by **4:00 PM on June 15<sup>th</sup>**. Failure to do so will result in any unused personal days being converted to sick days.