



**BAINBRIDGE
ISLAND**

SCHOOL DISTRICT No. 303

STRONG MINDS, STRONG HEARTS, STRONG COMMUNITY

BIEA PERSONAL DAY CONVERSION FORM
REQUEST TO CONVERT UNUSED PERSONAL LEAVE TO MONETARY
COMPENSATION

Employee Name: _____ Position: _____

Building Assignment: _____

Article VIII, Section G of the Bainbridge Island Education Association negotiated agreement permits the conversion of up to two (2) unused personal leave days to three hours of pay per day annually. Converted hours are paid at the current extra duties hourly rate of pay.

Number of unused personal leave **hours** I wish to convert: _____

Employee Signature

Date

This form must be submitted to the payroll office by June 30th. Payment will occur on your July paycheck.