

BIEA PERSONAL DAY CONVERSION PROCEDURE
 APPROVAL TO CONVERT PERSONAL LEAVE TO WORK HOURS

Employee Name: _____ Position: _____

Building Assignment: _____

Article VIII, Section G, 4 of the Bainbridge Island Education Association negotiated agreement permits the conversion of two (2) unused personal leave days to six (6) hours of pay at the current hourly rate of pay. Employees working less than full time (1.0 FTE) will have their conversion hours pro-rated (FTE x 6 hours). The hours of previously unpaid extra work performed in professional activities connected to the employee's assignment must be documented.

Hours to be Documented (FTE x # of days to convert x 3.0): _____

Date of Activity	Description of Professional Activity	Hours

Payroll:

Please reduce my personal leave balance by _____ days and pay me at the hourly rate for the hours documented above.

Employee Signature

Date

This form must be submitted to payroll no sooner than the last day of school and no later than July 31 of the current school year.