

Memorandum

Date: 5/10/17
To: Licensed Employees
From: Lori Norcutt, HR Analyst
RE: Unused Personal Leave Conversion

Under the provisions of Article 9-5-3 of the Master Agreement between the Churchill County Education Association and the Churchill County School District:

"If a teacher uses none of the five days at no salary deduction he/she may, on or before the last day of school on a form provided by the District, elect to:

- (a) Convert the unused days to sick leave; or
- (b) Receive payment from the District of \$45.00 per day"

_____ I wish to convert five days to sick leave

_____ I wish to be compensated \$45 per day

"If a teacher chooses to use less than five days at no deduction he/she may, on or before the last day of school on a form provided by the District, elect to convert those days to sick leave."

_____ I wish to convert unused days to sick leave.

Please indicate how you wish to be compensated and return this form to the Human Resources Office no later than May 26, 2017.

Signature (please write *legibly*)

LN