



Excellence in Education

CHURCHILL COUNTY SCHOOL DISTRICT

690 SOUTH MAINE STREET
FALLON, NEVADA 89406
PHONE: (775) 428-7240
FAX: (775) 423-5130
www.churchill.k12.nv.us

HUMAN RESOURCES DEPARTMENT
DR. SANDRA SHELDON
SUPERINTENDENT

MEMORANDUM

TO: Classified Employees
DATE: May 2, 2017
FROM: Janel Buchan, Human Resources Analyst
SUBJECT: Unused Personal Leave Conversion

Under the provisions of Article 13-2 of the 2016-17 Master Agreement between the Nevada Classified School Employees Association and the Churchill County School District:

"If a classified employee uses only one (1) or two (2) of the three (3) 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 that day to sick leave"

_____ I wish to convert the unused days to sick leave; or

"If a classified employee uses none of the three (3) 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 the unused days to sick leave; or receive payment from the District of \$30 per day, or his/her daily rate of pay whichever is less"

_____ I wish to convert the unused days to sick leave; or

_____ Receive payment from the District of \$30 per day, or his/her daily rate of pay whichever is less.

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

Signature (*please write legibly*)

Print Name

The Churchill County School District prohibits discrimination in employment, educational programs, and activities on the basis of race, color, national origin, ancestry, creed, religion, age, disability, marital status, veteran status, sex, sexual orientation, gender identity or expression, associational preference, or any other category protected by applicable state or federal law and provides equal access to the Boy Scouts and other designated youth groups. Sex discrimination includes sexual harassment and sexual violence, and these actions are strictly prohibited. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Sandra Sheldon, Superintendent, 690 S. Maine Street, 775-423-5184.