

Brady Barnes
Superintendent
Kevin Engle
NHS Principal
Jeffery Wilson
NMS Principal
Pam Hunter
NES Principal



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NHS 580 362-6241
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Personal Business Leave Transfer Form

As per the teacher negotiation agreement Article 19: Per teacher's choice, at the end of the school year, unused paid Personal Business Leave shall be added to the teacher's accumulated sick leave of the school district or shall pay \$50.00 per day for any unused paid Personal Business Leave. The payment shall occur within thirty (30) days of the end of the school year. (7.13.17)

This form will need to be given to the Payroll Clerk on or before the last day of each school year.

I, _____, would like to transfer my remaining paid Personal Business Leave to my accumulated sick leave.

Employee Signature

Date