

**HOOVER CITY SCHOOLS  
PERSONAL LEAVE DAYS OPTION**

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Social Security Number

School/Location/Position : \_\_\_\_\_

**CERTIFIED – This option can be changed August 1-September 10 of each year if you desire.  
No exceptions (This applies only to teachers, principals or other administrative employees.**

<p>_____ I wish to have my unused personal leave days converted to sick leave days at the end of each school year.</p>	
_____	_____
Signature of Employee	Date

<p>_____ I do not wish to convert my unused personal leave days to sick days each school year. I elect to receive pay for the unused days. <b>The pay is the daily rate of a sub.</b></p>	
_____	_____
Signature of Employee	Date

**CLASSIFIED (This applies only to CNP workers, custodians, aides, maintenance/operations, bus drivers, extended day workers, LPN, RN, or clerical employees.)**

<p>_____ My unused personal leave days are to be converted to sick leave days each school year.</p>	
_____	_____
Signature of Employee	Date

**The attached chart reflects your entitlement for the 1st year of employment. I understand the attached chart and how it applies to Hoover City Schools' Personal Day Leave.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Teachers/Administrators have a total of five (5) personal days. The first two (2) are at no cost and must be used first. Days three (3), four (4), and five (5) must be approved by your principal. The cost for these days will be the average cost of a substitute each day used.