

## Owosso Public Schools/Owosso Education Association Personal Leave Day Bank

Please use this form to verify personal business day bank requests made prior to the 2003-2004 school year.

If you requested a banked day at the conclusion of the 2003-2004 school year that is not reflected in the totals on your check stub, please e-mail Sue Steudle at [steudle@owosso.k12.mi.us](mailto:steudle@owosso.k12.mi.us).

This completed form should be sent, either by e-mail or inter-school mail to Sue Steudle in the Administration Building. Once your personal leave bank has been credited, you will receive verification

Name:	Social Security #:	Date:	Building:
<p>According to my records, I have previously requested the deposit of _____ Personal Business Days into the Emergency Personal Business Day Bank. I understand that under the current contract, personal leave days will be accumulated to a maximum of five days.</p>			
<input type="checkbox"/> Approved	Human Resources Signature:	Date:	